



AMMIS Provider Enrollment Web Portal User Manual

Date Modified: 11/28/2018

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1 DOCUMENT CONTROL

The latest version of this document is stored **electronically**. Any printed copy has to be considered an uncontrolled copy.

1.1 DOCUMENT INFORMATION PAGE

Required Information	Definition
Document Title	Alabama Provider Enrollment Web Portal User Manual Document
Version:	11.0
Location:	https://pwb.alix.slg.eds.com/alix/Subsystem/utls/FolderList.asp?Folder=../ProjectPlan2010/Enhancements/Provider%20Web
Owner:	DXC/Agency
Author:	DXC Team
Approved by:	Clay Gaddis
Approval Date:	09/06/2011

1.2 AMENDMENT HISTORY

The following Amendment History log contains a record of changes made to this document:

Date	Document Version	Author	Reason for the Change	Changes (Section, Page(s) and Text Revised)
07/25/2011	0.1		Initial draft of document	
08/17/2011	0.2		Revised document based on walkthrough with Agency held on 07/28/2011.	
09/06/2011	1.0		Agency approved	
05/29/2012	2.0		Implementaiton of Address Standardization for CO 8143.	Update Section 6.7 Provider Enrollment: Addresses Panel
05/08/2013	3.0		Application of CO 10719 Application of CO 10782 Application of CO 10924	Section 6.11.1 Provider Enrollment: Agreement Page Narrative and and 6.11.2 Provider Enrollment: Agreement Page Layout Section 6.5.2 Provider Enrollment: Specialities Page Layout updated. Section 6.9.2 Provider Enrollment: Other Information Panel layout and 6.93 Field descriptions updated.
10/24/2014	4.0		Application of CO 10300	Update Provider Enrollment: Welcome Page, Request Information – Individual Within a Group,

Date	Document Version	Author	Reason for the Change	Changes (Section, Page(s) and Text Revised)
				Provider Identification, Provider Agreement Page, Provider Addresses, Bank Information, Enrollment Credentials, Resume Enrollment, Enrollment Status
07/21/2015	5.0		Application of ACA III production change orders	<p>CO 12211 – Updates to the following Existing Panels. Home Page, Provider Enrollment – Welcome Page, Provider Enrollment – Request Information, Provider Enrollment – Specialties, Provider Enrollment – Provider Identification, Provider Enrollment – Addresses, Provider Enrollment – Other Information, Provider Enrollment – Agreement page, Provider Enrollment – Summary Page.</p> <p>Deleted Provider Enrollment – Banking Information page</p> <p>CO 12211 – Addition of New EFT Panels.</p> <p>CO 12211 – Addition of New ERA panels.</p>
04/27/2016	6.0		Application of Production CO 12851	
10/13/2017	7.0		Application of CO 14266	Updated screen layouts for the Provider Enrollment: Welcome, Request Information, Provider Identification, Addresses panels.
12/20/2017	8.0		Application of CO 14192	Modify references to HP/HPE to DXC:
04/01/2018	9.0		Applicaition of CO 14873	<p>Redact PHI/PII as well as non-public test data.</p> <p>Updated screen layouts for:</p> <p>6.11.2 - Provider Enrollment: Agreement Page Layout</p> <p>6.12.2 - Provider Enrollment: Summary Page Layout</p> <p>6.13.2 - Provider Enrollment: Enrollment Credentials Layout</p> <p>6.18.2 - Provider EFT Enrollment: Agreement Page Layout</p>

Date	Document Version	Author	Reason for the Change	Changes (Section, Page(s) and Text Revised)
				6.19.2 - Provider EFT Enrollment: Summary Page Layout 6.21.2 - Provider EFT Enrollment: Cover Page Layout 6.24.2 - Provider ERA Enrollment: Agreement Page Layout 6.25.2 - Provider ERA Enrollment: Summary Page Layout
11/15/2018	10.0		Application of CO 14968	6.17.2 Provider EFT Enrollment Page Layout- update field edit error messages
11/28/2018	11.0		Application of CO 15099	6.5.4 Provider Enrollment Specialties- edit field edit error messages

1.3 RELATED DOCUMENTATION

Document	Description	url

2 INTRODUCTION

2.1 ALABAMA MEDICAID PROVIDER ENROLLMENT WEB PORTAL OVERVIEW

The Alabama Medicaid Provider Enrollment Web Portal allows new providers to enroll with Alabama Medicaid and allows existing providers to update address and phone number information. This user manual is designed to cover the information necessary to perform the tasks associated with the Alabama Medicaid Provider Enrollment Web Portal.

This manual covers the following:

- Alabama Medicaid Provider Enrollment Web Portal Overview
- Alabama Medicaid Provider Enrollment Web System Navigation
- System Wide Common Terminology and Layouts
- Alabama Medicaid Provider Enrollment Web Pages
- Help

2.2 ALABAMA MEDICAID PROVIDER ENROLLMENT WEB PORTAL USER MANUAL OBJECTIVE

The purpose of the Alabama Medicaid Provider Enrollment Web Portal User Manual is to provide Alabama Medicaid providers with detailed descriptions of the online system, including page field descriptions, page functionality descriptions and graphical representations of pages.

3 ALABAMA MEDICAID PROVIDER ENROLLMENT WEB PORTAL OVERVIEW

3.1 INTRODUCTION TO THE ALABAMA MEDICAID PROVIDER ENROLLMENT WEB PORTAL

The Alabama Medicaid Provider Enrollment Web Portal allows providers to enroll with Medicaid as a new provider, check status of a submitted application, make corrections as determined by Provider Enrollment staff on submitted applications, and change address and phone number information on existing providers.

The Web Portal has been developed by Hewlett-Packard Enterprise Systems (HPES) for Alabama Medicaid and is offered at no cost to their providers. This site is available 24-hours a day, seven days a week, excluding time for scheduled maintenance.

3.2 AUDIENCE

The information described in this document is designed for new providers requesting enrollment in the program and by providers already enrolled with Alabama Medicaid.

3.3 PURPOSE

This document equips the provider with the necessary steps to access the Web Portal, navigate the Web Portal, enroll with Alabama Medicaid, and successfully update information. The provider will be required to send in paper documentation for applicable information.

3.4 SUPPORTING DOCUMENTATION

Provider should refer to [Alabama Medicaid Provider Billing Manual](#), Chapter 2, Becoming a Medicaid provider for information on becoming a provider with Alabama Medicaid.

4 ALABAMA MEDICAID PROVIDER WEB PORTAL NAVIGATION

4.1 WEB BROWSER SETUP

Workstations must be minimally equipped with Internet Explorer version 7.0.

Please refer to the websites for Internet Explorer (www.microsoft.com) for additional information on downloading the versions available.

The AOL browser does not work well with this Web application.

4.2 NAVIGATION BUTTONS

Do not select the previous/back or following/forward website navigation buttons in the toolbar if the website navigation button offers a selection for “next” or “previous” screen. If you use the navigation or windows buttons instead of those provided by the application, you may risk losing work in progress.

4.3 PERSONAL COMPUTER RECOMMENDATIONS

The website is designed to operate on a personal computer with the following configurations:

Website Requirements	
The system requirements below ensure best possible user-experience while visiting the HealthCare Portal.	
Browser & Screen Resolution <ul style="list-style-type: none">▶ Microsoft Internet Explorer version 7.0 and later▶ Mozilla Firefox version 2.0 and later▶ Screen Resolution - 1024 x 768 pixels	Document Viewing <ul style="list-style-type: none">▶ Adobe Reader version 8.0 and later▶ Microsoft Office Suite 2000 and later <p>If you do not have the software needed for document viewing, you can download them using the links provided below.</p> <ul style="list-style-type: none">▶ Adobe Reader▶ MS Office Viewer
Internet Connection <ul style="list-style-type: none">▶ Dial-up users need a minimum modem speed of 64Kbps.	Important Registration Note <p>When registering as a portal user, you are asked if you are using a personal or a public computer. Please use caution while answering this question, as the security and the privacy required to protect the healthcare data relies on this step of the registration process.</p>

4.4 SCREEN DISPLAY FEATURES

The Alabama Medicaid Provider Enrollment Web Portal is designed to display within Web browser pages that fit on a computer (PC) desktop with a screen resolution of 1024 x 768 pixels. However, in order to fit large system objects such as panels and pages into one screen print, the user has the option of resetting the text size of the Web browser so that the selected area of the system fits into a screen print.

In addition, there may be some Web browser pages that use a lower pixel configuration and cause a horizontal scroll bar to appear at the bottom of the page for viewing the left side and the right side of the information displayed. In general, pages should only require vertical scrolling.

4.5 WEB ADDRESS

The address to access the Interactive Services website is:

<https://www.medicaid.alabamaservices.org/ALPortal>

4.6 USER IDS AND PASSWORDS

A user ID or password is not required to access and submit a Provider Enrollment application, however, when selecting the “finish later” function a tracking number, tax ID and password will be required. To check the status of a submitted enrollment application, a tracking number and tax ID will be required. The password must be 8 to 20 characters in length, not the same as the user ID and contain a minimum of 1 numeric digit, 1 uppercase letter and 1 lowercase letter. **Be aware that passwords cannot be reset.**

4.7 RESETTING PASSWORDS

Passwords cannot be reset. When an application is submitted or the “finish later” function is selected, a password is created by the user. If the password is not available when returning to the web portal to complete an application, the password cannot be reset. HP Provider Enrollment does not have access to the password nor can they reset the password.

4.8 CONNECTION TIMEOUT

The Provider should be aware that after twenty (20) minutes without activity, the Provider Enrollment web portal will timeout and data entered may be lost.

5 SYSTEM WIDE COMMON TERMINOLOGY AND LAYOUTS

The following section identifies common system terminology and features, and associated screens capture or design layout where applicable. This is not an all-inclusive list of common system terms and layouts; however, it is a basic foundation for the novice user to view and understand prior to navigating the system. These terms are used by technical team members, training specialists, and help desk staff when discussing or, more importantly, documenting aspects of the system.

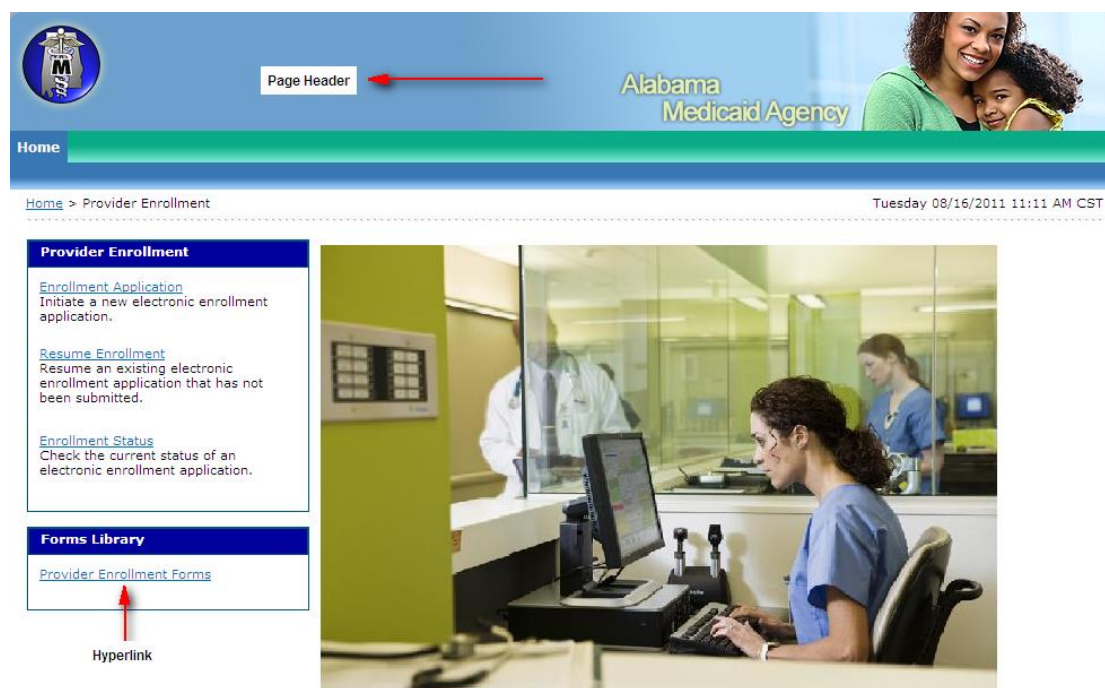
Below is a partial list of common terms described within this document:

- Hyperlink
- Page
- Page Header

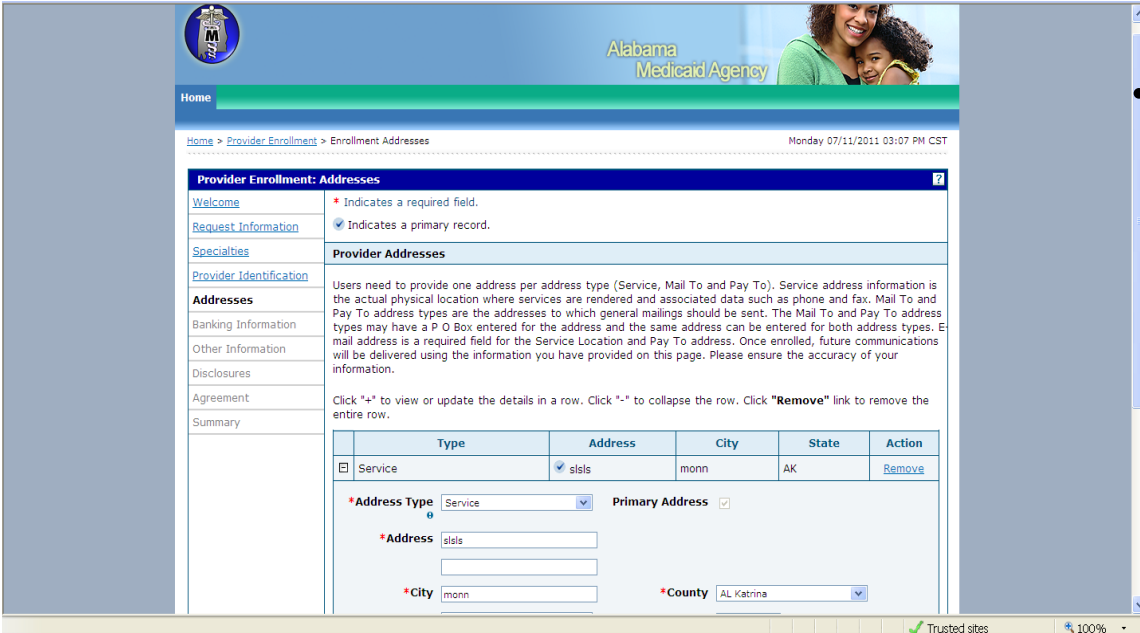
5.1 PAGE LAYOUT

A page is defined as the entire screen that appears in the Web browser. The page contains a page header area with the day and date displayed, table of contents, and any associated hyperlinks.

The table of contents contains a vertical list of pages. The pages are accessed after required information is entered on a page and the continue button is selected



In general, when navigating a page, the vertical scroll bar is the only scroll bar needed to view extended pages.



Alabama Medicaid Agency

Home

Home > Provider Enrollment > Enrollment: Addresses Monday 07/11/2011 03:07 PM CST

Provider Enrollment: Addresses

Welcome

Request Information

Specialties

Provider Identification

Addresses

Banking Information

Other Information

Disclosures

Agreement

Summary

* Indicates a required field.
✓ Indicates a primary record.

Provider Addresses

Users need to provide one address per address type (Service, Mail To and Pay To). Service address information is the actual physical location where services are rendered and associated data such as phone and fax. Mail To and Pay To address types are the addresses to which general mailings should be sent. The Mail To and Pay To address types may have a P O Box entered for the address and the same address can be entered for both address types. E mail address is a required field for the Service Location and Pay To address. Once enrolled, future communications will be delivered using the information you have provided on this page. Please ensure the accuracy of your information.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Type	Address	City	State	Action
Service	slsls	monn	AK	Remove

*Address Type Service Primary Address ✓

*Address slsls

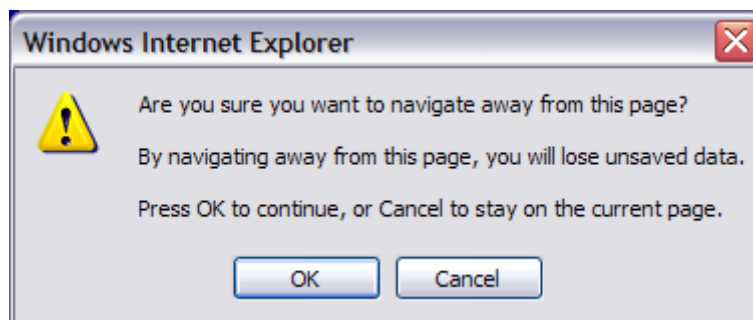
*City monn

*County AL Katrina

Trusted sites 100%




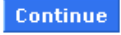
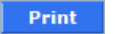


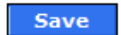



Scroll Bar

If a user attempts to add, update, or delete information within the page, then tries to navigate away from the page without saving or cancelling the changes, the system prompts the user with a pop-up window message. When the system generates the message and OK button is selected, any information entered on the page will be lost. If the cancel button is selected the user will be returned to the page to continue processing the application.



5.2 FUNCTIONS

Listed below are icons that can be found on one or more pages.

Name	Icon	Action
Add Button		Inserts a new data record.
Cancel Button		Cancels all changes applied to all panels on the page.
Check Box		Select as applicable.
Continue Button		Allows user to navigate to the next page.
Print		Prints document.
Radio Button		Select appropriate value.
Reset Button		Resets page to original content.
Save Button		Saves all changes to all panels on the page.
Collapse		Click to collapse a row of data.
View or Update		Click to view or update a row of data.
Help		Select to display the help text for the page.

6 ALABAMA MEDICAID PROVIDER ENROLLMENT WEB PORTAL

6.1 HOME PAGE

6.1.1 Home Page Narrative

The Home page opens when you access the Alabama Medicaid Provider Enrollment Web Portal. From the home page, users can access the following Sub Menu options:

- Enrollment Applications
- EFT Enrollment Application
- ERA Enrollment Application
- Resume Enrollment
- Enrollment Status
- Provider Enrollment Forms

Provider applicants must meet all program requirements and qualifications for which they are seeking enrollment before they can be enrolled as a Medicaid provider. Specific qualifications for each provider type are listed in the [Alabama Medicaid Participation Requirements](#) chart. Please review to ensure you meet the minimum enrollment requirements to participate in the Alabama Medicaid program.

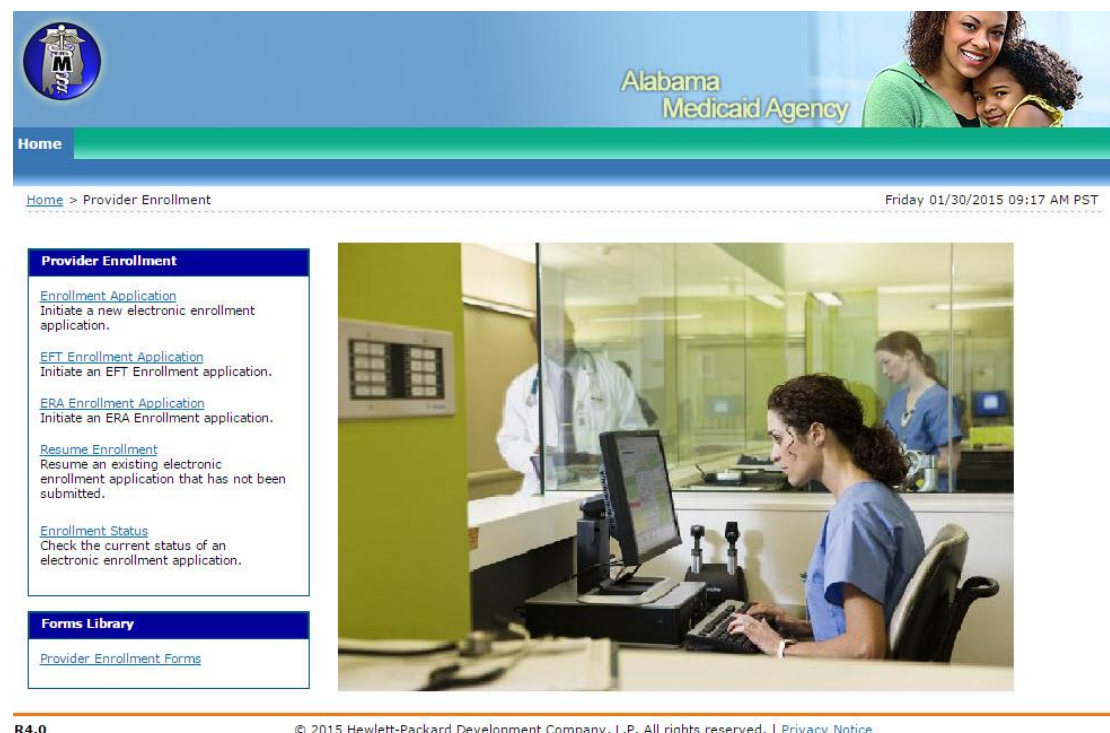
To complete an application you will need to know or be able to obtain about the provider applicant all or some of the following information, depending on the type of enrollment you are completing:

- National Provider Identifier (NPI)
- Basic Business Office Data (i.e., address, phone, fax, email address, etc.)
- Specific Office Data (i.e., CLIA Certification, Name and SSN of employees/personnel, etc.)
- Specific Provider Data (i.e., CLIA Certification, SSN, Licensure Information, etc.)
- IRS Tax Identification Data
- Banking Information
- Group Identification Data (i.e., Name, NPI, Medicaid ID, Name and SSN of owners with 5% or more interest, etc.)

As pages of the application are completed, additional information may be required and some documentation may need to be submitted to validate entries. The application can be saved and resumed as needed; however, once a page is accessed, the page must be completed before the application can be saved.

When all steps of the application have been completed, please "submit" and "confirm" the application for further processing by HPES Provider Enrollment Staff.

6.1.2 Home Page Panel Layout



Provider Enrollment

[Enrollment Application](#)
Initiate a new electronic enrollment application.

[EFT Enrollment Application](#)
Initiate an EFT Enrollment application.

[ERA Enrollment Application](#)
Initiate an ERA Enrollment application.

[Resume Enrollment](#)
Resume an existing electronic enrollment application that has not been submitted.

[Enrollment Status](#)
Check the current status of an electronic enrollment application.

Forms Library

[Provider Enrollment Forms](#)

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6.1.3 Home Page Field Descriptions

Field	Description	Field Type	Data Type	Length
EFT Enrollment Application	Hyperlinks that allows the user to initiate EFT Enrollment Application.	Hyperlink	N/A	0
ERA Enrollment Application	Hyperlinks that allows the user to initiate ERA Enrollment Application.	Hyperlink	N/A	0
Enrollment Application	Hyperlink that allows the user to Initiate a new electronic enrollment application.	Hyperlink	N/A	0
Enrollment Status	Hyperlink that allows the user to Check the current status of an electronic enrollment application.	Hyperlink	N/A	0
Provider Enrollment Forms	Hyperlink that allows the user to access the Alabama Medicaid website's Provider Enrollment Forms page.	Hyperlink	N/A	0
Resume Enrollment	Hyperlink that allows the user to resume processing an existing electronic enrollment application that has not been submitted.	Hyperlink	N/A	0

6.1.4 My Home Panel Field Edit Error Codes

Field	Error Message	To Correct
No field edits found for this panel.		

6.1.5 My Home Panel Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.2 PROVIDER ENROLLMENT: WELCOME

6.2.1 Provider Enrollment: Welcome Page Narrative

Provider Enrollment allows providers and authorized delegates to enter all pertinent enrollment information via a wizard. The enrollment wizard captures key provider data such as contact information, provider type, specialties, and demographics such as names, identifiers, and locations.

The Provider Enrollment wizard allows the provider to navigate through each page of enrollment, from the contact information in the first page, to the final print and bar coded cover sheet on the last page. The provider can create a print file for future reference and bar coded cover sheet for submissions of supplemental documentation. A tracking number is also provided so that providers can check the status of their enrollment request.

6.2.2 Provider Enrollment: Welcome Page Layout

Provider Enrollment: Welcome	
Welcome	
Request Information	Provider applicants must meet all program requirements and qualifications for which they are seeking enrollment before they can be enrolled as a Medicaid provider. Specific qualifications for each provider type are listed in the Alabama Medicaid Participation Requirements chart. Please review to ensure you meet the minimum enrollment requirements to participate in the Alabama Medicaid program.
Specialties	
Provider Identification	To complete an application you will need to know or be able to obtain about the provider applicant all or some of the following information, depending on the type of enrollment you are completing:
Addresses	▶ National Provider Identifier
EFT Enrollment	▶ Basic Business Office Data (i.e., address, phone, fax, email address, etc.)
ERA Enrollment	▶ Specific Office Data (i.e., CLIA Certification, Name and SSN of employees/personnel, etc.)
Other Information	▶ Specific Provider Data (i.e., CLIA Certification, SSN, Licensure Information, etc.)
Disclosures	▶ IRS Tax Identification Data
Agreement	▶ Banking Information
Summary	▶ Group Identification Data (i.e., Name, NPI, Medicaid ID)
	The ability to make data corrections after the submission of an application is limited. To avoid rejection of an application please be sure to follow instructions provided and also validate/verify information entered prior to submitting an application.
	Please be aware that an application fee may be required prior to your enrollment as an Alabama Medicaid provider. If an application fee has been paid to Medicare or another state or you are currently enrolled in Medicare, another State's Medicaid Program, or CHIP, proof of such is required to be submitted as part of the supplemental documentation for this enrollment application. If you do not meet one of the above mentioned conditions, you may be required to pay an application fee. Please refer to the Alabama Medicaid Participation Requirements to determine if your provider type is required to submit an application fee.
	As pages of the application are completed, additional information may be required and some documentation may need to be submitted to validate entries. The application can be saved and resumed as needed; however, once a page is accessed, the page must be completed before the application can be saved.
	When all steps of the application have been completed, please "Submit" and "Confirm" the application for further processing by DXC Provider Enrollment Staff.
	Please click the "Continue" button to start the enrollment application.
	<div>Continue Cancel</div>

6.2.3 Provider Enrollment: Welcome Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Alabama Medicaid Participation Requirements	Hyperlink that allows the user to view the specific qualifications for each provider type.	Hyperlink	N/A	0
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Continue	Button that allows the user to begin the enrollment process.	Button	N/A	0

6.2.4 Provider Enrollment: Welcome Page Field Edit Error Codes

Field	Error Message	To Correct
No field edits found for this panel.		

6.2.5 Provider Enrollment: Welcome Page Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.3 PROVIDER ENROLLMENT: REQUEST INFORMATION

6.3.1 Provider Enrollment: Request Information Page Narrative

The Provider Enrollment: Request Information page provides the initial enrollment and contact information to begin the provider enrollment process. The provider can initiate, resume, or revise an electronic enrollment application. All required fields below must be completed in order to "continue" or "finish later". Before selecting "continue", the provider should be sure to have ready information needed to complete the next page listed in the table of contents to the left. If the user chooses to "finish later" be aware that he or she will be required to enter a tax ID and create a password in order to resume the application at another time. A tracking number will also be assigned. If the provider, at any time, chooses to "cancel" no data will be saved.

Select carefully the Enrollment Type as this selection will drive what information will be required to complete going forward. Provide accurate contact information, including the email address, as it will be used for any concerns/questions or notifications regarding this application. Be aware that although the provider is asked to provide a "Requesting Enrollment Effective Date" the provider is NOT guaranteed this effective date.

6.3.2 Provider Enrollment: Request Information Page Layout

Home > [Provider Enrollment](#) > Enrollment Request Information Friday 01/30/2015 09:20 AM PST

[Welcome](#)

Request Information

[Specialties](#)

[Provider Identification](#)

[Addresses](#)

[EFT Enrollment](#)

[ERA Enrollment](#)

[Other Information](#)

[Disclosures](#)

[Agreement](#)

[Summary](#)

You are initiating, resuming, or revising an electronic enrollment application. All required fields below must be completed in order to "Continue" or "Finish Later". Before selecting "Continue" be sure to have ready information you may possibly need to complete the next page listed in the table of contents to the left. If you choose to "Finish Later" be aware that you will be required to enter your tax ID and create a password in order to resume the application at another time. A tracking number will also be assigned. If you, at any time, choose to "Cancel" no data will be saved.

Select carefully the Enrollment Type as this selection will drive what information you will be required to complete going forward. Provide accurate contact information, including the email address, as it will be used for any concerns/questions or notifications regarding this application. Be aware that although you are asked to provide a "Requesting Enrollment Effective Date" you are NOT guaranteed this effective date.

* Indicates a required field.

Initial Enrollment Information

* Enrollment Type

* Provider Type

* Requesting Enrollment Effective Date

01/30/2015

Contact Information

* Contact Name

* Contact Phone

Ext

Contact Fax Number

* Contact Email

* Confirm Email

Continue

Finish Later

Cancel

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6.3.3 Provider Enrollment: Request Information Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Confirm Email	Allows the user to confirm that the Email of the contact is correct.	Field	Character	40
Contact Email	Allows the user to enter the Email of the contact.	Field	Character	40

Field	Description	Field Type	Data Type	Length
Contact Fax Number	Allows the user to enter fax number of the contact.	Field	Number (Integer)	10
Contact Name	Allows the user to enter the name of the contact.	Field	Character	40
Contact Phone	Allows the user to enter the telephone number of the contact.	Field	Number (Integer)	10
Contact Phone Ext	Allows the user to enter the telephone number extension of the contact.	Field	Number (Integer)	4
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
Enrollment Type	Allows the user to select the type of enrollment (facility, a group, individual or individual within a group).	Combo Box	Drop down List Box	0
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0
Provider Type	Allows the user to select a provider type from a drop down list.	Combo Box	Drop down List Box	0
Requesting Enrollment Effective Date	Allows the user to request an effective date of enrollment. Be aware that although the provider is asked to provide a "Requesting Enrollment Effective Date" the provider is NOT guaranteed this effective date.	Field	Date	8

6.3.4 Provider Enrollment: Request Information Field Edit Error Codes

Field	Error Message	To Correct
Confirm Email	Confirm Email is a required field.	Enter a valid confirm email address.
	The email address is invalid. Enter email with 'name@domain' format.	Enter valid email format.
Contact Email	Contact Email is a required field.	Enter a valid email address.
	The email address is invalid. Enter email with 'name@domain' format.	Enter a valid email format.
Contact Email and Confirm Email	Contact Email and Confirm Email fields do not match.	The same email address must be entered in both Contact Email and Confirm Email.
Contact Name	Contact Name is a required field.	Enter a valid contact name.

Field	Error Message	To Correct
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '.?!,()-+;:_.	Enter acceptable characters in the field.
Contact Phone	Contact Phone is a required field.	Enter a valid contact telephone number.
Enrollment Type	Enrollment Type is a required field.	Enter a valid enrollment type.
Provider Type	Provider Type is a required field.	Enter a valid provider type.
Requesting Enrollment Effective Date	Requesting Enrollment Effective Date is a required field.	Enter a valid date.

6.3.5 Provider Enrollment: Request Information Page Extra Features

Field	Field Type
A selectable calendar function is used in the Requesting Enrollment Effective Date field.	

6.4 PROVIDER ENROLLMENT: REQUEST INFORMATION

6.4.1 Provider Enrollment: Request Information – Individual Within Group Selection Page Narrative

The Provider Enrollment: Request Information page allows the provider to enter initial enrollment information, such as the type of enrollment (for a facility, a group, individual, individual within a group or OPR (Ordering, Prescribing or Referring)), the provider type and enrollment date. However, if Individual Within Group is selected, additional information will be needed.

6.4.2 Provider Enrollment: Request Information – Individual Within Group Selection Page Layout

Provider Enrollment: Request Information	
Welcome	<p>You are initiating, resuming, or revising an electronic enrollment application. All required fields below must be completed in order to "Continue" or "Finish Later". Before selecting "Continue" be sure to have ready information you may possibly need to complete the next page listed in the table of contents to the left. If you choose to "Finish Later" be aware that you will be required to enter your tax ID and create a password in order to resume the application at another time. A tracking number will also be assigned. If you, at any time, choose to "Cancel" no data will be saved.</p> <p>Select carefully the Enrollment Type as this selection will drive what information you will be required to complete going forward. Provide accurate contact information, including the email address, as it will be used for any concerns/questions or notifications regarding this application. Be aware that although you are asked to provide a "Requesting Enrollment Effective Date" you are NOT guaranteed this effective date.</p> <p>* Indicates a required field.</p>
Request Information	
Specialties	
Provider Identification	
Addresses	
EFT Enrollment	
ERA Enrollment	
Other Information	
Disclosures	
Agreement	
Summary	<p>Initial Enrollment Information</p> <p>*Enrollment Type <input type="text" value="IndividualWithinGroup"/></p> <p>*Provider Type <input type="text"/></p> <p>*Requesting Enrollment Effective Date <input type="text" value="10/8/2017"/></p> <p>Group Association</p> <p>If enrolling as part of an existing Medicaid group you must provide the Group NPI, Group Medicaid # and Group Name in the fields below. This information must be that of the group enrollment on file. If the group is not yet enrolled, meaning the Medicaid ID you must indicate below has not yet been assigned, then the Individual Within A Group application cannot yet be submitted. The group enrollment must be fully established prior to enrolling the individual providers in the group.</p> <p>*Group NPI <input type="text"/> *Group Medicaid # <input type="text"/></p> <p>*Group Name <input type="text"/></p> <p>Contact Information</p> <p>*Contact Name <input type="text"/></p> <p>Title <input type="text"/></p> <p>*Contact Phone <input type="text"/> Ext <input type="text"/></p> <p>Contact Fax Number <input type="text"/></p> <p>*Contact Email <input type="text"/></p> <p>*Confirm Email <input type="text"/></p> <p>Continue Finish Later Cancel</p>

6.4.3 Provider Enrollment: Request Information – Individual Within Group Selection Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Group Medicaid #	Allows the user to enter the group's Medicaid number.	Field	Character	30
Group Name	Allows the user to enter the group's name.	Field	Character	40
Group NPI	Allows the user to enter the group's NPI.	Field	Number (Integer)	10

6.4.4 Provider Enrollment: Request Information – Individual Within Group Selection Page Field Edit Error Codes

Field	Error Message	To Correct
Group Medicaid #	Group Medicaid # is a required field.	Enter a valid Group Medicaid #.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!,()-+;:_.	Enter acceptable characters.
Group Name	Group Name is a required field.	Enter a valid group name.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!,()-+;:_.	Enter acceptable characters.
Group NPI	Group NPI is a required field.	Enter a valid Group NPI.

6.4.5 Provider Enrollment: Request Information – Individual Within Group Selection Page Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.4.6 Provider Enrollment: Request Information – OPR Selection Page Layout

Provider Enrollment: Request Information

Welcome

Request Information

Specialties

Provider Identification

Addresses

Other Information

Agreement

Summary

You are initiating, resuming, or revising an electronic enrollment application. All required fields below must be completed in order to "Continue" or "Finish Later". Before selecting "Continue" be sure to have ready information you may possibly need to complete the next page listed in the table of contents to the left. If you choose to "Finish Later" be aware that you will be required to enter your tax ID and create a password in order to resume the application at another time. A tracking number will also be assigned. If you, at any time, choose to "Cancel" no data will be saved.

Select carefully the Enrollment Type as this selection will drive what information you will be required to complete going forward. Provide accurate contact information, including the email address, as it will be used for any concerns/questions or notifications regarding this application. Be aware that although you are asked to provide a "Requesting Enrollment Effective Date" you are NOT guaranteed this effective date.

* Indicates a required field.

Initial Enrollment Information

*Enrollment Type: OPR

*Provider Type: Ordering, Prescribing and Referring (OPR) C

*Requesting Enrollment Effective Date: 08/25/2014

Contact Information

*Contact Name:

*Contact Phone: Ext:

Contact Fax Number

*Contact Email:

*Confirm Email:

Continue **Finish Later** **Cancel**

6.4.7 Provider Enrollment: Request Information – OPR Selection Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Contact Fax	Allows the user to enter the Fax Number.	Field	Character	10

6.5 PROVIDER ENROLLMENT: SPECIALTIES

6.5.1 Provider Enrollment: Specialties Page Narrative

The Provider Enrollment: Specialties page allows the provider to add, view, and maintain specialty information for the provider type established in the initial enrollment.

6.5.2 Provider Enrollment: Specialties Page Layout

Before Primary Specialty is Selected (Box Unselected)

Provider Enrollment: Specialties

[Welcome](#) [Request Information](#) **Specialties** [Provider Identification](#) [Addresses](#) [EFT Enrollment](#) [ERA Enrollment](#) [Other Information](#) [Agreement](#) [Summary](#)

The provider type is established on the Request Information screen. All subsequent specialties available for the selected provider type can be added on this screen. Only one specialty can be designated as the primary specialty.

When selecting specialties such as EPSDT, additional qualifications must be met and additional documentation will be required. Be aware if you select a specialty for which the provider applicant does not qualify this application may be rejected. It is suggested you view the [Alabama Medicaid Participation Requirements](#) chart to determine if supplemental documentation, such as specialty certification, is required for the specialty selected.

* Indicates a required field.
✓ Indicates a primary record.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Specialty	Taxonomy Code	Action
Click to collapse.		
Type: Audiologist	*Specialty: <input type="text"/>	
*Taxonomy Code: <input type="text"/>	Primary: <input type="checkbox"/>	
Add Reset		
Additional Taxonomy Code		
Indicate below the taxonomy code(s) which are listed on your NPI Enumeration letter. This code may not be affiliated to the specialty selected above.		
Taxonomy Code: <input type="text"/>		
Continue Finish Later Cancel		

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After Primary Specialty is Selected (Box Selected)

Type: Dentist

*Specialty:

*Taxonomy Code:

Primary: ☒

[Add](#) [Reset](#)

After Primary Specialty is Selected and Added

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

	Specialty	Taxonomy Code	Action
<input checked="" type="checkbox"/>	Periodontist	1223P0300X	
<input type="checkbox"/>	Click to add specialty.		

If a Change Occurs to Specialty

	Specialty	Taxonomy Code	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/> General Dentistry Practitioner	122300000X	
<div><div>Type Dentist</div><div>*Specialty <input type="text" value="General Dentistry Practitioner"/></div><div>*Taxonomy Code <input type="text" value="122300000X"/> Primary <input checked="" type="checkbox"/></div><div><input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></div></div>			
<input type="button" value="+"/> Click to add specialty.			

6.5.3 Provider Enrollment: Specialties Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Add	Allows the user to add a new information segment.	Button	N/A	0
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0
Primary	Allows the user to select which specialty is the primary by checking the box. One primary specialty must be selected by clicking the Primary check box. Specialty choices are dependent upon the provider type chosen on the Request Information page.	Check Box	N/A	0
Reset	Allows the user to reset the page to initial appearance.	Button	N/A	0
Save	Allows the user to save any changes to the application.	Button	N/A	0
Specialty	Allows the user to select a specialty. Valid values are subject to the provider type of the provider.	Combo Box	Drop down List Box	0
Taxonomy Code	Allows the user to select their taxonomy code.	Combo Box	Drop down List Box	0
Taxonomy Code (Additional)	Allows the user to enter any additional taxonomy codes.	Field	Character	35
Type	Displays the provider type.	Display	N/A	0

6.5.4 Provider Enrollment: Specialties Page Field Edit Error Codes

Field	Error Message	To Correct
Primary	One primary specialty is required.	Check box to indicate specialty is primary.
Taxonomy Code	Taxonomy Code is a required field.	Enter a valid taxonomy code.
Specialty	Specialty is a required field.	Enter a valid specialty.
	Specialty Psychiatrist is required if specialty Behavioral Analyst is chosen.	Add Psychiatrist specialty.

6.5.5 Provider Enrollment: Specialties Page Extra Features

Field	Field Type
None	

6.6 PROVIDER ENROLLMENT: PROVIDER IDENTIFICATION

6.6.1 Provider Enrollment: Provider Identification Page Narrative

The Provider Enrollment – Provider Identification page allows the provider to enter information, such as your legal name, individual, group practice or facility name and any identification numbers, such as NPI, tax ID, DEA, CLIA, and so on. For Facility and Group enrollment types, Provider Legal Name is equivalent to the name under which the facility or group does business (aka DBA name). Facility enrollment types have an additional section called DME Surety Bond Data Information that needs to be processed. For Individual and Individual Within A Group enrollment types, Provider Legal Name is equivalent to the legal name of the individual enrolling. The Provider Legal Name may or may not be the same as the Tax Name required in the next section.

6.6.2 Provider Enrollment: Provider Identification Page Layout

Provider Enrollment: Provider Identification Page Layout – Facility

Provider Enrollment: Provider Identification	
Welcome	* Indicates a required field.
Request Information	Provider Legal Name
Specialties	For Facility and Group enrollment types, Provider Legal Name is equivalent to the name under which the facility or group does business (aka DBA name). For Individual and Individual Within A Group enrollment types, Provider Legal Name is equivalent to the legal name of the individual enrolling. The Provider Legal Name may or may not be the same as the Tax Name required in the next section.
Provider Identification	
Addresses	*Legal Name <input type="text"/>
EFT Enrollment	*Organization type <input type="text"/>
ERA Enrollment	
Other Information	Provider Identification Numbers
Agreement	Tax name is equivalent to the legal tax name registered with the IRS. For Individual Within A Group the Tax Name, Tax ID and Tax ID Type must match that of the group with which the individual is affiliated for this enrollment.
Summary	*Tax Name <input type="text"/>
	*Tax ID <input type="text"/> *Tax ID Type <input checked="" type="radio"/> EIN <input type="radio"/> SSN
	The NPI, License, Medicare, DEA and SSN data provided in this section must be that of the individual provider enrolling. The CLIA may be that of the group which the provider is joining but must be the appropriate CLIA for this service location enrollment.
	*NPI <input type="text"/>
	Medicare # <input type="text"/> Effective Date <input type="text"/> Medicare Type <input type="text"/>
	DEA # <input type="text"/> Effective Date <input type="text"/>
	CLIA # <input type="text"/> Effective Date <input type="text"/>
	DME Surety Bond Data Information
	Information requested below is only applicable for Durable Medical Equipment (DME) providers.
	Medicaid Bond # <input type="text"/> Effective Date <input type="text"/> End Date <input type="text"/>
	Medicare Bond # <input type="text"/> Effective Date <input type="text"/> End Date <input type="text"/>
	ACC Effective Date <input type="text"/> ACC End Date <input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>





Provider Enrollment: Provider Identification Page Layout – Group

Provider Enrollment: Provider Identification	
Welcome	* Indicates a required field.
Request Information	Provider Legal Name
Specialties	For Facility and Group enrollment types, Provider Legal Name is equivalent to the name under which the facility or group does business (aka DBA name). For Individual and Individual Within A Group enrollment types, Provider Legal Name is equivalent to the legal name of the individual enrolling. The Provider Legal Name may or may not be the same as the Tax Name required in the next section.
Provider Identification	
Addresses	*Legal Name <input type="text"/>
EFT Enrollment	*Organization type <input type="text"/>
ERA Enrollment	
Other Information	Provider Identification Numbers
Agreement	Tax name is equivalent to the legal tax name registered with the IRS. For Individual Within A Group the Tax Name, Tax ID and Tax ID Type must match that of the group with which the individual is affiliated for this enrollment.
Summary	*Tax Name <input type="text"/>
	*Tax ID <input type="text"/> *Tax ID Type <input checked="" type="radio"/> EIN <input type="radio"/> SSN
	The NPI, License, Medicare, DEA and SSN data provided in this section must be that of the individual provider enrolling. The CLIA may be that of the group which the provider is joining but must be the appropriate CLIA for this service location enrollment.
	*NPI <input type="text"/>
	CLIA # <input type="text"/> Effective Date <input type="text"/>
	Continue Finish Later Cancel

Provider Enrollment: Provider Identification Page Layout – Individual And Individual Within A Group

Provider Enrollment: Provider Identification	
Welcome	* Indicates a required field.
Request Information	Provider Legal Name
Specialties	For Facility and Group enrollment types, Provider Legal Name is equivalent to the name under which the facility or group does business (aka DBA name). For Individual and Individual Within A Group enrollment types, Provider Legal Name is equivalent to the legal name of the individual enrolling. The Provider Legal Name may or may not be the same as the Tax Name required in the next section.
Provider Identification	
Addresses	*Last Name <input type="text"/>
Other Information	*First Name <input type="text"/>
Disclosures	Middle <input type="text"/>
Agreement	Title <input type="text"/>
Summary	Gender <input type="text"/> *Birth Date <input type="text"/>
	*Organization type <input type="text"/>
	Provider Identification Numbers
	Tax name is equivalent to the legal tax name registered with the IRS. For Individual Within A Group the Tax Name, Tax ID and Tax ID Type must match that of the group with which the individual is affiliated for this enrollment.
	*Tax Name <input type="text"/>
	*Tax ID <input type="text"/> *Tax ID Type <input checked="" type="radio"/> EIN <input type="radio"/> SSN
	The NPI, License, Medicare, DEA and SSN data provided in this section must be that of the individual provider enrolling. The CLIA may be that of the group which the provider is joining but must be the appropriate CLIA for this service location enrollment.
	*NPI <input type="text"/>
	*License State <input type="text"/>
	*License # <input type="text"/> *Effective Date <input type="text"/>
	*License Expiration Date <input type="text"/>
	Medicare # <input type="text"/> Effective Date <input type="text"/> Medicare Type <input type="text"/>
	DEA # <input type="text"/> Effective Date <input type="text"/>
	CLIA # <input type="text"/> Effective Date <input type="text"/>
	*SSN <input type="text"/>
	Continue Finish Later Cancel

Provider Enrollment: Provider Identification Page Layout – OPR

Provider Enrollment: Provider Identification	
Welcome Request Information Specialties Provider Identification Addresses Other Information Disclosures Agreement Summary	<p>* Indicates a required field.</p> <hr/> <p>Provider Legal Name</p> <p>*Last Name <input type="text"/></p> <p>*First Name <input type="text"/></p> <p>Middle <input type="text"/></p> <p>*Birth Date <input type="text"/> </p> <hr/> <p>Provider Identification Numbers</p> <p>The NPI, License, Medicare, DEA and SSN data provided in this section must be that of the individual provider enrolling. The CLIA may be that of the group which the provider is joining but must be the appropriate CLIA for this service location enrollment.</p> <p>*NPI <input type="text"/></p> <p>*License State <input type="text"/></p> <p>*License # <input type="text"/> *Effective Date <input type="text"/> </p> <p>DEA # <input type="text"/> Effective Date <input type="text"/> </p> <p>*SSN <input type="text"/></p> <p>*License Expiration Date <input type="text"/> </p> <p> <input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/> </p>

Provider Enrollment: Provider Identification Page Layout – Facility or Group

Provider Enrollment: Provider Identification	
Welcome	* Indicates a required field.
Request Information	Provider Legal Name
Specialties	For Facility and Group enrollment types, Provider Legal Name is equivalent to the name under which the facility or group does business (aka DBA name). For Individual and Individual Within A Group enrollment types, Provider Legal Name is equivalent to the legal name of the individual enrolling. The Provider Legal Name may or may not be the same as the Tax Name required in the next section.
Provider Identification	
Addresses	*Legal Name <input type="text"/>
EFT Enrollment	*Organization type <input type="text"/>
ERA Enrollment	
Other Information	Provider Identification Numbers
Agreement	Tax name is equivalent to the legal tax name registered with the IRS.
Summary	*Tax Name <input type="text"/>
	*Tax ID <input type="text"/> *Tax ID Type <input checked="" type="radio"/> EIN <input type="radio"/> SSN
	*NPI <input type="text"/>
	Medicare # <input type="text"/> Effective Date <input type="text"/> Medicare Type <input type="text"/>
	DEA # <input type="text"/> Effective Date <input type="text"/>
	CLIA # <input type="text"/> Effective Date <input type="text"/>
	DME Surety Bond Data Information
	Information requested below is only applicable for Durable Medical Equipment (DME) providers.
	Medicaid Bond # <input type="text"/> Effective Date <input type="text"/> End Date <input type="text"/>
	Medicare Bond # <input type="text"/> Effective Date <input type="text"/> End Date <input type="text"/>
	ACC Effective Date <input type="text"/> ACC End Date <input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>

Provider Enrollment: Provider Identification Page Layout – OPR

Provider Enrollment: Provider Identification	
Welcome	* Indicates a required field.
Request Information	Provider Legal Name
Specialties	
Provider Identification	
Addresses	*Last Name <input type="text"/>
Other Information	*First Name <input type="text"/>
Disclosures	Middle <input type="text"/>
Agreement	*Birth Date <input type="text"/>
Summary	Provider Identification Numbers
	*NPI <input type="text"/>
	*License State <input type="text"/>
	*License # <input type="text"/> *Effective Date <input type="text"/> *License Expiration Date <input type="text"/>
	DEA # <input type="text"/> Effective Date <input type="text"/>
	*SSN <input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Finish Later"/> <input type="button" value="Cancel"/>

6.6.3 Provider Enrollment: Provider Identification Page Field Descriptions

Field	Description	Field Type	Data Type	Length
ACC Effective Date	Allows the user to enter the Medicare accreditation effective date.	Field	Date	8
ACC End Date	Allows the user to enter the Medicare accreditation end date.	Field	Date	8

Field	Description	Field Type	Data Type	Length
Birth Date	Allows the user to enter the provider's birth date.	Field	Date	8
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
CLIA Effective Date	Allows the user to enter the effective date of the CLIA number.	Field	Date	8
CLIA #	Allows the user to enter the CLIA number.	Field	Character	10
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
DEA Effective Date	Allows the user to enter the effective date of the DEA number.	Field	Date	8
DEA #	Allows the user to enter the DEA number.	Field	Character	9
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0
First Name	Allows the user to enter the provider's first name.	Field	Character	15
Gender	Allows the user to select the provider's gender from a drop down list. Valid values are: Male, Female, and Unknown.	Combo Box	Drop down List Box	0
Last Name	Allows the user to enter the provider's last name.	Field	Character	15
Legal Name	Allows the user to enter the provider's legal name.	Field	Character	30
License #	Allows the user to enter the provider's license number.	Field	Character	15
License Effective Date	Allows the user to enter the effective date of the provider's license.	Field	Date	8
License Expiration Date	Allows the user to enter the expiration date of the provider's license.	Field	Date	8
License State	Allows the user to enter the state of origin of the provider's license number.	Combo Box	Drop down List Box	0
Medicaid Bond #	Allows the user to enter the Medicaid Bond number.	Field	Character	15

Field	Description	Field Type	Data Type	Length
Medicaid Bond Effective Date	Allows the user to enter the effective date of the provider's Medicaid Bond.	Field	Date	8
Medicaid Bond End Date	Allows the user to enter the expiration date of the provider's Medicaid Bond.	Field	Date	8
Medicare Bond #	Allows the user to enter the Medicare Bond number.	Field	Character	15
Medicare Bond Effective Date	Allows the user to enter the effective date of the provider's Medicare Bond.	Field	Date	8
Medicare Bond End Date	Allows the user to enter the expiration date of the provider's Medicare Bond.	Field	Date	8
Medicare Effective Date	Allows the user to enter the effective date of the Medicare number.	Field	Date	8
Medicare #	Allows the user to enter the provider's Medicare number.	Field	Character	10
Medicare Type	Allows the user to select the Medicare type that the provider's number associates with from a drop down list. Valid values are: DMERC and Medicare.	Combo Box	Drop down List Box	0
Middle	Allows the user to enter the provider's middle initial.	Field	Character	1
NPI	Allows the user to enter the provider's NPI.	Field	Number (Integer)	10
Organization Type	Allows the user to select the provider's organization type from a drop down list.	Combo Box	Drop down List Box	0
SSN	Allows the user to enter the provider's Social Security Number.	Field	Number (Integer)	9
Tax ID	Allows the user to enter the provider's Tax identification number.	Field	Number (Integer)	9
Tax ID Type	Allows the user to select the provider's Tax identification type. Valid values are: EIN and SSN.	Radio Button	N/A	0
Tax Name	Allows the user to enter the provider's legal tax name.	Field	Character	30
Title	Allows the user to select the provider's title from a drop down list.	Combo Box	Drop down List Box	0

6.6.4 Provider Enrollment: Provider Identification Page Field Edit Error Codes

Field	Error Message	To Correct
Effective Date	Effective Date is a required field.	Enter a valid effective date
	Effective Date is not in the correct format; enter the value in the format 'MM/DD/YYYY'.	Enter date in correct format.
Expiration Date	Expiration Date is a required field.	Enter a valid expiration date.
	Expiration Date is not in the correct format, enter the value in the format 'MM/DD/YYYY'.	Enter date in correct format.
First Name	First Name is a required field.	Enter a valid first name.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Last Name	Last Name is a required field.	Enter a valid last name.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
License #	License # is a required field.	Enter a valid license number.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
License State	License State is a required field.	Select a valid state from the drop down list.
Medicaid Bond #	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Medicare #	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Medicare Bond #	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
NPI	NPI is a required field.	Enter a valid NPI number.
	NPI is an invalid numeric value.	Enter a valid numeric value.
SSN	SSN is a required field.	Enter a valid SSN number.
Tax ID	Tax ID is a required field.	Enter a valid tax ID number.
Tax Name	Tax Name is a required field.	Enter a valid tax name.

Field	Error Message	To Correct
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '.?!,()-+;:_.	Enter acceptable characters.

6.6.5 Provider Enrollment: Provider Identification Page Extra Features

Field	Field Type
ACC Effective Date	Selectable calendar function.
ACC End Date	Selectable calendar function.
Effective Date (Medicare, DEA, and CLIA)	Selectable calendar function.
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.7 PROVIDER ENROLLMENT: ADDRESSES

6.7.1 Provider Enrollment: Addresses Page Narrative

The Provider Enrollment – Addresses page allows provider to enter address information. Providers need to provide one address per address type (Service, Mail To and Pay To). Service address information is the actual physical location where services are rendered and associated data such as phone and fax. Mail To and Pay To address types are the addresses to which general mailings should be sent. The Mail To and Pay To address types may have a P O Box entered for the address and the same address can be entered for both address types. E-mail address is a required field for the Service Location and Pay To address. Once enrolled, future communications will be delivered using the information the provider has provided on this page. Please ensure the accuracy of the information.

6.7.2 Provider Enrollment: Addresses Page Layout

Prior to Added Information

Provider Enrollment: Addresses

[Welcome](#)
[Request Information](#)
[Specialties](#)
[Provider Identification](#)
Addresses
[Other Information](#)
[Disclosures](#)
[Agreement](#)
[Summary](#)

* Indicates a required field.
✓ Indicates a primary record.

Provider Addresses

Users must provide one address per address type (Service, Mail To and Pay To).

Service address information is the actual physical location where services are rendered. **The Service address requires the Primary Address Indicator, Email address, Office number, and Fax number.**

Mail To and Pay To address types are the addresses to which general mailings should be sent and should **not** be selected as the Primary Address. The Mail To and Pay To address types may have a P O Box entered for the address and the same address can be entered for both address types. **The Mail To address requires the office number but does not allow the Fax or Toll Free numbers. The Pay To address requires the Office number, Fax number, and Email address.**

Once enrolled, future communications will be delivered using the information you have provided on this page. Please ensure the accuracy of your information.

If enrolling as an Individual Within A Group the Mail To and Pay To information (address, phone, fax, etc.) indicated on this application should be that of the group provider to which this enrollment is affiliated. Said information should match what is currently on file for the group.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Type	Address	City	State	Action
Click to collapse.				
*Address Type	<div><div>Primary Address</div><div>*Address</div><div>*City</div><div>*State</div><div>Verify Address</div><div>Email</div><div>Phone</div><div>Phone</div></div>			
	<div><div>Primary Address</div><div>*Address</div><div>*City</div><div>*State</div><div>Verify Address</div><div>Email</div><div>Phone</div><div>Phone</div></div>			
	<div><div>Primary Address</div><div>*Address</div><div>*City</div><div>*State</div><div>Verify Address</div><div>Email</div><div>Phone</div><div>Phone</div></div>			

Add

Reset

Continue

Finish Later

Cancel

After Address Type has been Selected, Verify Address button is displayed

Provider Enrollment: Addresses

Welcome
Request Information
Specialties
Provider Identification
Addresses
Other Information
Disclosures
Agreement
Summary

* Indicates a required field.
✓ Indicates a primary record.

Provider Addresses

Users must provide one address per address type (Service, Mail To and Pay To).

Service address information is the actual physical location where services are rendered. **The Service address requires the Primary Address Indicator, Email address, Office number, and Fax number.**

Mail To and Pay To address types are the addresses to which general mailings should be sent and should **not** be selected as the Primary Address. The Mail To and Pay To address types may have a P O Box entered for the address and the same address can be entered for both address types. **The Mail To address requires the office number but does not allow the Fax or Toll Free numbers. The Pay To address requires the Office number, Fax number, and Email address.**

Once enrolled, future communications will be delivered using the information you have provided on this page. Please ensure the accuracy of your information.

If enrolling as an Individual Within A Group the Mail To and Pay To information (address, phone, fax, etc.) indicated on this application should be that of the group provider to which this enrollment is affiliated. Said information should match what is currently on file for the group.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Type	Address	City	State	Action
Click to collapse.				
*Address Type	Mail To	Primary Address <input type="checkbox"/>		
*Address				
*City				
*State				
Verify Address				
Email	Confirm Email			
Phone	Phone			
Phone				
Add Reset				

Continue **Finish Later** **Cancel**

Enter Address and Click "Verify Address" to validate the address:

Address Verification: Results

Original Address

This may not be a good address. The Post Office may not deliver to this address.

Line 1 301 Technacenter Drive
Line 2
City Montgomery
State AL **Zip Code** 36117
County Montgomery

Use Original Address

Address Match Found

Click **SELECT** to use the address below. Click **CANCEL** to return to the previous page.

Address	City, State	County	ZipCode	Action
301 TECHNACENTER DR	MONTGOMERY, AL	Montgomery	36117-6008	Select

Cancel

After Information is Added

Provider Enrollment: Addresses

Welcome
Request Information
Specialties
Provider Identification
Addresses
Other Information
Disclosures
Agreement
Summary

* Indicates a required field.
✓ Indicates a primary record.

Provider Addresses

Users must provide one address per address type (Service, Mail To and Pay To).

Service address information is the actual physical location where services are rendered. **The Service address requires the Primary Address Indicator, Email address, Office number, and Fax number.**

Mail To and Pay To address types are the addresses to which general mailings should be sent and should **not** be selected as the Primary Address. The Mail To and Pay To address types may have a P O Box entered for the address and the same address can be entered for both address types. **The Mail To address requires the office number but does not allow the Fax or Toll Free numbers. The Pay To address requires the Office number, Fax number, and Email address.**

Once enrolled, future communications will be delivered using the information you have provided on this page. Please ensure the accuracy of your information.

If enrolling as an Individual Within A Group the Mail To and Pay To information (address, phone, fax, etc.) indicated on this application should be that of the group provider to which this enrollment is affiliated. Said information should match what is currently on file for the group.

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.

Type	Address	City	State	Action
<input type="checkbox"/> Mail To	301 TECHNACENTER DR	MONTGOMERY	AL	Remove
<input type="checkbox"/> Pay To	301 TECHNACENTER DR	MONTGOMERY	AL	Remove
<input type="checkbox"/> Service	301 TECHNACENTER DR	MONTGOMERY	AL	Remove
<input type="checkbox"/> Click to add address.				

[Continue](#) [Finish Later](#) [Cancel](#)

ADDRESS PAGE for OPR Enrollment

Provider Enrollment: Addresses

Welcome
Request Information
Specialties
Provider Identification
Addresses
Other Information
Disclosures
Agreement
Summary

* Indicates a required field.
✓ Indicates a primary record.

Provider Addresses

Click "+" to view or update the details in a row. Click "-" to collapse the row. Click the **Remove** link to remove the row.

Users must provide a correspondence address below. **This address requires the Email address, Office number and Fax number.** Once enrolled, future communications will be delivered using this information you have provided on this page. Please ensure the accuracy of your information.

Type	Address	City	State	Action
<input type="checkbox"/>				
*Address <input type="text"/> <input type="text"/>				
*City <input type="text"/>		*County <input type="text"/>		
*State <input type="text"/>		*Zip Code <input type="text"/>		
Verify Address				
Email <input type="text"/>		Confirm Email <input type="text"/>		
Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>		Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>		
Phone <input type="text"/> <input type="text"/> Ext <input type="text"/>				
Add Reset				

[Continue](#) [Finish Later](#) [Cancel](#)

Provider Enrollment: Addresses															
Welcome	<p>* Indicates a required field.</p> <p>✓ Indicates a primary record.</p>														
Request Information															
Specialties	Provider Addresses														
Provider Identification	<p>Click "+" to view or update the details in a row. Click "-" to collapse the row. Click the Remove link to remove the row.</p> <p>Users must provide a correspondence address below. This address requires the Email address, Office number and Fax number. Once enrolled, future communications will be delivered using this information you have provided on this page. Please ensure the accuracy of your information.</p>														
Addresses	<table border="1"> <thead> <tr> <th>Type</th> <th>Address</th> <th>City</th> <th>State</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>+ Service</td> <td>✓ 301 TECHNACENTER DR</td> <td>MONTGOMERY</td> <td>AL</td> <td>Remove</td> </tr> </tbody> </table>					Type	Address	City	State	Action	+ Service	✓ 301 TECHNACENTER DR	MONTGOMERY	AL	Remove
Type	Address	City	State	Action											
+ Service	✓ 301 TECHNACENTER DR	MONTGOMERY	AL	Remove											
Other Information															
Disclosures															
Agreement															
Summary															
<div> Continue Finish Later Cancel </div>															

Field	Description	Field Type	Data Type	Length
Add	Allows the user to add a new information segment. NOTE: Add button is not activated until the address has been verified using the “Verify Address” button.	Button	N/A	0
Address	Allows the user to enter the provider’s address.	Field	Character	55
Address Type	Allows the user to select the provider’s address type from a drop down list. Valid values are: Mail To, Pay To, and Service.	Combo Box	Drop down List Box	0
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
City	Allows the user to enter the provider’s city.	Field	Character	30
Confirm Email	Allows the user to confirm the provider’s email address.	Field	Character	50
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
County	Allows the user to select the provider’s county from a drop down list.	Combo Box	Drop down List Box	0
Email	Allows the user to enter the provider’s email address.	Field	Character	50
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0

Field	Description	Field Type	Data Type	Length
Phone	Allows the user to select the provider's phone type from a drop down list. Valid values are: Cell, Fax, Home, Office, and Toll-Free.	Combo Box	Drop down List Box	0
Phone / Ext	Allows the user to enter the provider's telephone number and extension after the phone type has been selected from drop down list.	Field	Number (Integer)	10 (Phone) 4 (Ext)
Primary Address	Allows the user to indicate which address is the primary address for the provider.	Check Box	N/A	0
Reset	Allows the user to reset the page to initial appearance.	Button	N/A	0
Select	Allows the user to select the standardized address.	Button	N/A	0
State	Allows the user to select the provider's state from a drop down list.	Combo Box	Drop down List Box	0
Use Original Address	Allows the user to select the originally-entered address.	Button	N/A	0
Verify Address	Allows the user to verify and format the address using United States Postal Service standards	Button	N/A	0
Zip Code	Allows the user to enter the provider's zip code.	Field	Number (Integer)	9

6.7.4 Provider Enrollment: Addresses Page Field Edit Error Codes

Field	Error Message	To Correct
Address	Address is a required field.	Enter a valid address.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Address Type	Address Type is a required field.	Enter a valid address type.
	Only the following address types can be primary: Service.	Enter Service as primary type.
	The following address type(s) are required: MailTo, PayTo.	Enter the required address types.
City	City is a required field.	Enter a valid city name.
	The text field contains invalid characters. Acceptable characters	Enter acceptable characters.

Field	Error Message	To Correct
	include [a-z], [A-Z], [0-9], spaces and characters '?!,()-+;:_.	
County	County is a required field.	Select a valid county from the drop down list.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!,()-+;:_.	Enter acceptable characters.
Email Address	The email address is invalid. Enter email with 'name@domain' format.	Enter an email address with the proper format.
Email and Confirm Email	Email and Confirm Email fields do not match.	The same email address must be entered in both Email and Confirm Email.
Phone Mail To	The following phone type(s) are required: Office.	Select the required phone types.
Phone Mail To	The following phone type(s) are not allowed for this address type: Fax, Toll-Free.	Only enter required telephone type.
Phone Pay To	The following phone type(s) are required: Office and Fax	Select the required phone types.
Phone Service Location	The following phone type(s) are required: Office and Fax.	Select the required phone types.
Primary Address	At least one primary address must be entered.	Enter a primary address.
Verify Address	An address may result in a warning or suggested standardized address Screen shot shown below	The user may: <ul style="list-style-type: none">• Use the "Select" button to select the standardized address.• Use the "Cancel" button to return to the address panel and re-enter the address.• Select the "Use Original Address" button to use the address as entered, without standardization.
State	State is a required field.	Select a valid state from the drop down list.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!,()-+;:_.	Enter acceptable characters.
Zip Code	Zip Code is a required field.	Enter a valid zip code.

6.7.5 Provider Enrollment: Addresses Page Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.9 PROVIDER ENROLLMENT: OTHER INFORMATION

6.9.1 Provider Enrollment: Other Information Page Narrative

The Provider Enrollment: Other Information page provides any other additional information, such as independent nurse practitioner, physician-employed practitioners or nurse midwife data (if applicable). If the provider is enrolling a pharmacy due to change in ownership, please provide the pharmacy data. Facility or group need to indicate board members.

6.9.2 Provider Enrollment: Other Information Page Layout

Independent Nurse Practitioner, Physician-Employed Practitioners or Nurse Midwife Layout Page

Provider Enrollment: Other Information	
Welcome	Please provide additional information for each enrollment type as applicable.
Request Information	
Specialties	
Provider Identification	
Addresses	
EFT Enrollment	
ERA Enrollment	
Other Information	Independent Nurse Practitioner, Physician-Employed Practitioner or Nurse Midwife
Disclosures	If enrolling an independent nurse practitioner, physician-employed practitioner or nurse midwife, the name and NPI of the collaborating/supervising physician must be indicated below.
Agreement	Collaborating Physician
Summary	Last Name <input type="text"/>
	First Name <input type="text"/> NPI <input type="text"/>
	Continue Finish Later Cancel

Facility Providers and Board Members Layout Page

Provider Enrollment: Other Information																									
Welcome	Please provide additional information for each enrollment type as applicable.																								
Request Information																									
Specialties																									
Provider Identification																									
Addresses																									
EFT Enrollment																									
ERA Enrollment																									
Other Information	Facility Providers																								
Agreement	If enrolling a pharmacy due to a change of ownership, the previous name and NPI of the pharmacy must be indicated below.																								
Summary	Decertifying Pharmacy <input type="text"/> NPI <input type="text"/>																								
	Board Members																								
	Providers who operate as a corporation, organization, institution, agency, partnership, professional association, or similar entity must provide the name and social security number (SSN) for each of the following individuals affiliated with this facility/group: Owners; Officers; Agents; Directors; Managing Employees and/or Shareholders with 5% or more controlling interest.																								
	In addition, for each person whose name and SSN is entered below, a Disclosure Form MUST be printed, completed and submitted via mail or fax. A link to the Disclosure Form can be found on the Agreement page or under the Forms Library section of the Provider Enrollment page. A copy of the Bar Coded Cover Sheet must accompany these items when submitted.																								
	Click "+" to view or update the details in a row. Click "-" to collapse the row. Click "Remove" link to remove the entire row.																								
	<table><thead><tr><th>Board Member Name</th><th>SSN</th><th>Birth Date</th><th>Action</th></tr></thead><tbody><tr><td><input type="checkbox"/> facility LN, facility FN</td><td>333-33-3333</td><td>01/26/2015</td><td>Remove</td></tr><tr><td colspan="4"><input type="checkbox"/> Click to collapse.</td></tr><tr><td colspan="4">*Last Name <input type="text"/> *SSN <input type="text"/></td></tr><tr><td colspan="4">*First Name <input type="text"/> *Birth Date <input type="text"/></td></tr><tr><td colspan="4">Add Reset</td></tr></tbody></table>	Board Member Name	SSN	Birth Date	Action	<input type="checkbox"/> facility LN, facility FN	333-33-3333	01/26/2015	Remove	<input type="checkbox"/> Click to collapse.				*Last Name <input type="text"/> *SSN <input type="text"/>				*First Name <input type="text"/> *Birth Date <input type="text"/>				Add Reset			
Board Member Name	SSN	Birth Date	Action																						
<input type="checkbox"/> facility LN, facility FN	333-33-3333	01/26/2015	Remove																						
<input type="checkbox"/> Click to collapse.																									
*Last Name <input type="text"/> *SSN <input type="text"/>																									
*First Name <input type="text"/> *Birth Date <input type="text"/>																									
Add Reset																									
	Continue Finish Later Cancel																								

6.9.3 Provider Enrollment: Other Information Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Add	Allows the user to add a new information segment.	Button	N/A	0
Board Member Birth Date	Allows the user to enter the birth date of the board member.	Field	Date	8
Board Member First Name	Allows the user to enter the first name of the board member.	Field	Character	15
Board Member Last Name	Allows the user to enter the last name of the board member.	Field	Character	20
Board Member SSN	Allows the user to enter the social security number of the board member.	Field	Number (Integer)	9
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Collaborating Physician First Name	Allows the user to enter the Collaborating Physician first name.	Field	Character	25
Collaborating Physician Last Name	Allows the user to enter the Collaborating Physician last name.	Field	Character	50
Collaborating Physician NPI	Allows the user to enter the Collaborating Physician NPI.	Field	Number (Integer)	10
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
Decertifying Pharmacy	Allows the user to enter the Decertifying Pharmacy.	Field	Character	50
Decertifying Pharmacy NPI	Allows the user to enter the Decertifying Pharmacy NPI.	Field	Number (Integer)	10
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0
Reset	Allows the user to reset the page to initial appearance.	Button	N/A	0

6.9.4 Provider Enrollment: Other Information Page Field Edit Error Codes

Field	Error Message	To Correct
Board Member Birth Date	Birth Date is a required field.	Enter a valid birth date.
	Birth date must be between 0 and 150 years old.	Enter a valid birth date.
Board Member First Name	First Name is a required field.	Enter a valid first name.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Board Member Last Name	Last Name is a required field.	Enter a valid last name.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Board Member SSN	SSN is a required field.	Enter a valid SSN number.
Collaborating Physician First Name	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Collaborating Physician Last Name	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.

6.9.5 Provider Enrollment: Other Information Page Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.10 PROVIDER ENROLLMENT: DISCLOSURES

6.10.1 Provider Enrollment: Disclosures Page Narrative

The Provider Enrollment: Disclosures page allows the provider to answers all disclosure questions. If the question is not applicable to you, answer 'No.' For all 'Yes' responses, provide an explanation in the text box. **If a disclosure explanation requires more detail than what the text box allows, contact Provider Enrollment.**

6.10.2 Provider Enrollment: Disclosures Page Layout

Answer all questions. If you do not believe that a question is applicable, you should select a response of "No". For any "Yes" response, please provide an explanation in the text box provided for each link. For disclosures that require further information than can be submitted using this function, please contact Provider Enrollment at (888) 223-3630 or (334) 215-0111 (out-of-state) for further instructions.

* Indicates a required field.

Disclosure Questions

Disclosure

Licensure

- * Is your license currently suspended or restricted? If yes, please fully explain the details including dates, the state where the incident occurred and any adverse action against your license.
☒ Yes ☐ No
- * Has any action ever been taken against your license or certification, by any state or certification board?
☒ Yes ☐ No
- * Have there ever been any changes to your license, registration or certification?
☐ Yes ☒ No

Affiliations

- * Has any action ever been taken against your medical privileges or any other associations, by any hospital, healthcare institution or governing board?
☐ Yes ☐ No
- * Have you ever voluntarily withdrawn your privileges based on any action by a hospital, healthcare institution or governing board?
☐ Yes ☐ No
- * Has an agent, managing employee or person/entity with ownership/controlling interest of 5% or more of this business ever been convicted of a felony or misdemeanor for fraud/abuse in a government program, been found liable for fraud/abuse in a civil proceeding or entered into a settlement in lieu of conviction of fraud/abuse? If yes, give their name(s) and their relationship to you.
☐ Yes ☐ No
- * Have you ever been terminated or not renewed your enrollment, or subject to any disciplinary action by any healthcare organization or licensing agency?
☐ Yes ☐ No

Education

- * Have you ever been disciplined in any manner during your medical education?
☐ Yes ☐ No
- * Have you ever voluntarily withdrawn or terminated your medical education due to an investigation?
☐ Yes ☐ No
- * Has your board certification ever been suspended or terminated?
☐ Yes ☐ No
- * Have you ever chosen to terminate your board certification while under investigation?
☐ Yes ☐ No

Substance Registration

12. *Has any action ever been taken against your federal or state controlled substance certifications or authorizations?
- ☐ Yes ☐ No

Governmental Programs

13. *Has any action ever been taken against you during your participation in, or have you ever been excluded, suspended, sanctioned, or debarred from, any federal or state governmental healthcare program? If yes, please fully explain the details including dates, the state where the incident occurred and any adverse action against your license. (Attach additional sheets if necessary)
- ☐ Yes ☐ No

Investigations

14. *Have you ever been the subject of an investigation by any healthcare organization or military agency, related to your performance of medical duties, for any action that qualifies as fraudulent activities?
- ☐ Yes ☐ No
15. *Are you aware of any information being reported regarding your performance as a medical practitioner, to any public medical malpractice reporting agency?
- ☐ Yes ☐ No
16. *Have you ever been under investigation by any state or federal regulatory agencies?
- ☐ Yes ☐ No
17. *Have you ever been convicted, or are you currently under investigation, by any licensing authority, law enforcement agency or any other entity for any legal misconduct?

Convicted Means that:

- 1) A judgement of conviction has been entered against an individual or entity by a Federal, State or local court, regardless of whether:
 - a) There is a post trial motion or appeal, or
 - b) The judgement of conviction or other record related to the criminal conduct has been expunged or otherwise removed;
- 2) A Federal, State or local court has made a finding of guilt against an individual or entity;
- 3) A Federal, State or local court has accepted a plea of guilty or nolo contendere by an individual or entity; or
- 4) An individual or entity has entered into participation in a first offender, deferred adjudication, or other program or arrangement where judgement of conviction has been withheld.

If yes, please fully explain the details including dates, the state where the incident occurred, and any adverse action against your license. (Attach additional sheets if necessary).

☐ Yes ☐ No

Liability

18. *Has any action ever been taken against your professional liability coverage based on your history of medical practice?
- ☐ Yes ☐ No
19. *Have you ever had an adverse professional liability action?
- ☐ Yes ☐ No

Legal History

20. *Have you ever been convicted or plead guilty to a felony or misdemeanor (excluding minor traffic citations)?

Convicted Means that:

- 1) A judgement of conviction has been entered against an individual or entity by a Federal, State or local court, regardless of whether:
 - a) There is a post trial motion or appeal, or
 - b) The judgement of conviction or other record related to the criminal conduct has been expunged or otherwise removed;
- 2) A Federal, State or local court has made a finding of guilt against an individual or entity;
- 3) A Federal, State or local court has accepted a plea of guilty or nolo contendere by an individual or entity; or
- 4) An individual or entity has entered into participation in a first offender, deferred adjudication, or other program or arrangement where judgement of conviction has been withheld.

If yes, please fully explain the details including dates, the state where the incident occurred, and any adverse action against your license. (Attach additional sheets if necessary).

☐ Yes ☐ No

21. *Do you have any outstanding criminal fines, restitution orders, or overpayments identified in this state or any other state?
- ☐ Yes ☐ No

[Continue](#)

[Finish Later](#)

[Cancel](#)

6.10.3 Provider Enrollment: Disclosures Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0
Licensure	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500
Affiliations	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500
Education	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500
Substance Registration	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500
Governmental Programs	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500
Investigations	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500

Field	Description	Field Type	Data Type	Length
Liability	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500
Legal History	Allows the user to answer Disclosure questions for this section. Valid answers are 'Yes' or 'No'. If 'Yes' is answered, a text box appears to provide an explanation.	Radio Button / Field	N/A / Character	0 / 500

6.10.4 Provider Enrollment: Disclosures Page Field Edit Error Codes

Field	Error Message	To Correct
Answer	Answer is a required field.	Enter yes or no to the question.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!,()-+;:_.	Enter acceptable characters.
	Must select yes or no for each question. If you have selected 'Yes', you must provide a text explanation.	

6.10.5 Provider Enrollment: Disclosures Page Extra Features

Field	Field Type
Answer	Text box appears if answered yes.
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.11 PROVIDER ENROLLMENT: AGREEMENT

6.11.1 Provider Enrollment: Agreement Page Narrative

The Provider Enrollment Agreement page allows the provider to view the Terms of Enrollment, Provider Agreement and Signature requirements. The provider must accept the terms, agreement and provide an electronic signature in order to submit the enrollment application. Failure to do so means that no enrollment application is retained or submitted. The provider must also access, print, sign, fax and mail with the bar-coded cover sheet, as well as other supplemental documentation. The Signature box must contain the signature of the individual applicant requesting enrollment OR the signature of an authorized representative of the facility/group requesting enrollment.

It is strongly advised that the provider access the Summary of Enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Upon making changes, the enrollment application can be reviewed again. Once submitted, ability to update data on the application will most likely be limited to specific data and permission to do so is granted only by HPES Provider Enrollment staff and only under specific circumstances.

Once the application is submitted and confirmed, a tracking number will be assigned and a cover sheet can be printed for submission with all hard copy materials (fax and/or paper mailings) to the HPES Provider Enrollment office.

6.11.2 Provider Enrollment: Agreement Page Layout

Provider Enrollment: Agreement	
Welcome Request Information Other Information Agreement Summary	<p>Instructions</p> <p>The Terms of Enrollment, the Provider Agreement and Electronic Signature block are provided below. You must accept these terms. Once the application is submitted and confirmed, a tracking number will be assigned and a cover sheet must be printed for submission with all hard copy materials (fax and/or paper mailings) to the DXC Provider Enrollment office.</p> <p>Using the links and fields below, the following actions must be taken to complete the enrollment process. Refer to the Attachments link to determine the supplemental documents you must submit for your application. Read, Print, Complete, Sign, Fax and Mail the Electronic Funds Transfer Form along with a copy of a voided check for verification purposes. If you need to submit supplemental documentation you may do so by fax and/or mail. All items faxed or mailed must be accompanied by the bar coded cover sheet.</p> <p>Read: Link to page listing required attachments.</p> <p>Read: Link to CACH/COBE EFT/ESA Re-association Information.</p> <p>Print, Complete, Sign & Submit: Link to Disclosure Form.</p> <p>Print, Complete, Sign & Submit: Link to W-9 Tax Form.</p> <p>Terms of Agreement</p> <p>Legal Name Tax ID Type EIN Primary Address</p> <p>Tax ID NPI Contact Name Contact Email</p> <p>1.2 State and Federal Regulatory Requirements. 1.2.1 Provider has not been excluded or debarred from participation in any program under Title XVIII (Medicare) or any program under Title XIX (Medicaid) under any of the provisions of Section 1128(A) or (B) of the Social Security Act (42 U.S.C. section 1320a-6 or Executive Order 12549). Provider also has not been excluded or debarred from participation in any other state or federal health-care program. Provider must notify MEDICAID or its agent within ten (10) business days of the time it receives notice that any action is being taken against Provider or any person defined under the provisions of Section 1128(A) or (B), which could result in exclusion from the Medicaid program. 1.2.2 Provider agrees to disclose information on ownership and control, information related to business transactions, and information on persons convicted of crimes in accordance with 42 C.F.R. Part 455, Subpart B, and provide such information on to MEDICAID, the Alabama Attorney General's Medicaid Fraud Control Unit, and/or the United States Department of Health and Human Services. Provider agrees to keep its application for participation in the Medicaid program current by informing MEDICAID or its agent in writing of any changes to the information contained in its application, including, but not limited to, changes in ownership or control, federal tax identification number, or provider business addresses, at least thirty (30) business days prior to making such changes. Provider also agrees to notify MEDICAID or its agent within ten (10) business days of any restriction placed on its participation in the Medicaid program.</p> <p>I, the above provider, confirm to the best of my knowledge, the information supplied on this document is accurate and complete and is hereby released to DXC and the Alabama Medicaid Agency for the purpose of enrolling with Alabama Medicaid.</p> <p>I hereby authorize, consent to, and request the release to the Alabama Medicaid Agency/DXC of any and all records concerning me, including, but not limited to, employment records, government records, and professional licensing records, and any other information requested by the Alabama Medicaid Agency/DXC for purposes of acting on my application to be an enrolled provider under the Alabama Medicaid program.</p> <p>You will be submitting this enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p><input type="checkbox"/> I accept <input type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p>*Authorized Signature/Electronic Signature of Person Submitting Enrollment (Entering your name in the box to the right will constitute your electronic signature.)</p> <p>Title</p> <p>Submission Date: 08/30/2017</p> <p>Submit Finish Later Cancel</p>

6.11.3 Provider Enrollment: Agreement Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Agreement Date	Displays the terms of agreement date of the provider enrollment contract.	Displays	N/A	0
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Contact Name	Displays the contact name of the provider enrollment contract for the provider.	Displays	N/A	0
Contact Email	Displays the contact email of the provider enrollment contract for the provider.	Displays	N/A	0
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0
I accept	Allows the user to select the check box next to I accept. This box must have a check indicating the electronic signature is equivalent to the written signature.	Check Box	N/A	0
Legal Name	Displays the provider's legal name.	Displays	N/A	0
NPI	Displays the provider's NPI.	Displays	N/A	0
Primary Address	Displays the provider's primary address.	Displays	N/A	0
Print, Complete, Sign & Submit:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to EFT Form.	Hyperlink	N/A	0
Print, Sign & Submit:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to Signature Form.	Hyperlink	N/A	0
Read:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to page listing required attachments.	Hyperlink	N/A	0
Read & Print:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to Provider Agreement.	Hyperlink	N/A	0
Submit	Allows the user to submit the application.	Button	N/A	0
Tax ID	Displays the provider's Tax ID,	Displays	N/A	0

Field	Description	Field Type	Data Type	Length
Tax ID Type	Displays the provider's tax ID type.	Displays	N/A	0
Title	Allows the user to enter the title, if applicable, of the individual signing the agreement.	Field	Character	50
Authorized Signature/Electronic Signature of Person Submitting Enrollment	Allows the user to enter the name of the individual signing the agreement.	Field	Character	50

6.11.4 Provider Enrollment: Agreement Page Field Edit Error Codes

Field	Error Message	To Correct
I Accept	I Accept is a required field.	Click the check box to show a check.
Title	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Authorized Signature/Electronic Signature of Person Submitting Enrollment	Your Signature is a required field.	Enter your name..
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.

6.11.5 Provider Enrollment: Agreement Page Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.12 PROVIDER ENROLLMENT: SUMMARY

6.12.1 Provider Enrollment: Summary Page Narrative

The Provider Enrollment: Summary Page allows the provider to review and make any revisions to previous pages as needed. The provider is **strongly** encouraged to verify if the information on the summary is correct. If the provider needs to make changes it can be done by selecting the appropriate page(s) in the table of contents. If all information is correct the provider is **strongly** encouraged to print a copy of the summary for your records. The provider must click '**Confirm**' for the application to be submitted for review.

6.12.2 Provider Enrollment: Summary Page Layout

Provider Enrollment: Summary				
Welcome	Request Information			
Request Information	Enrollment Type		Provider Type	
Specialties	Contact Name			
Provider Identification	Contact Phone		Ext	
Addresses	Contact Fax Number			
EFT Enrollment	Contact Email			
ERA Enrollment	Requesting Enrollment Effective Date			
Other Information	Specialties			
Agreement	<input checked="" type="checkbox"/> Specialty		Taxonomy	
Summary	Taxonomy Code			
	Provider Identification			
	Legal Name			
	Organization type			
	Tax Name			
	Tax ID		Tax ID Type	
	NPI			
	Medicare #	Effective Date	Medicare Type	
	DEA #	Effective Date		
	CLIA #	Effective Date		
	SSN			
	Medicaid Bond #	Effective Date	End Date	
	Medicare Bond #	Effective Date	End Date	
		ACC Effective Date	ACC End Date	
	Addresses Expand All Collapse All			
	Type	Address	City	State
<input type="checkbox"/>	Mail To	mail street	mailcity	DC
<input type="checkbox"/>	Pay To	payto	paytocty	DC
<input type="checkbox"/>	Service	<input checked="" type="checkbox"/> svc	svc city	RI

EFT Enrollment	
Provider Name Street City State/Province Zip Code/Postal Code	
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) Provider National Provider Identifier (NPI) Other Identifier Assigning Authority	
Provider Contact Name Title clerk Telephone Number Telephone Number Extension Email Address Fax Number	
Provider Agent Name Provider Agent Contact Name Telephone Number Email Address	
Financial Institution Name Street City State/Province Zip Code/Postal Code Financial Institution Telephone Number Telephone Number Extension Financial Institution Routing Number Type of Account at Financial Institution Provider's Account Number with Financial Institution Provider National Provider Identifier (NPI)	

ERA Enrollment	
Provider Name Street City State/Province Zip Code/Postal Code	
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) Provider National Provider Identifier (NPI) Other Identifier Assigning Authority Trading Partner ID	
Provider Contact Name Title Telephone Number Telephone Number Extension Email Address Fax Number	
Provider Agent Name Provider Agent Contact Name Telephone Number Email Address	
Provider National Provider Identifier (NPI) Method of Retrieval	
Clearinghouse Name Clearinghouse Contact Name Telephone Number Email Address	
Vendor Name Vendor Contact Name Telephone Number Email Address	

Other Information		
Decertifying Pharmacy <input type="text"/>		NPI <input type="text"/>
Board Member Name	SSN	Birth Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supporting Documentation		
<p>Using the links and fields below, the following actions must be taken to complete the enrollment process. Refer to the Attachments link to determine the supplemental documents you must submit for your application. Read, Print, Complete, Sign, Fax and Mail the Electronic Funds Transfer Form along with a copy of a voided check for verification purposes. If you need to submit supplemental documentation you may do so by fax and/or mail. All items faxed or mailed must be accompanied by the bar coded cover sheet.</p> <p>Read: Link to page listing required attachments.</p> <p>Read: Link to CAQH/CORE EFT/ERA Re-association Information.</p> <p>Print, Complete, Sign & Submit: Link to EFT Form.</p> <p>Print, Complete, Sign & Submit: Link to W-9 Tax Form.</p>		
Terms of Agreement		
<p>I, the above provider, confirm to the best of my knowledge, the information supplied on this document is accurate and complete and is hereby released to HPES and the Alabama Medicaid Agency for the purpose of enrolling with Alabama Medicaid.</p> <p>I hereby authorize, consent to, and request the release to the Alabama Medicaid Agency/HPES of any and all records concerning me, including, but not limited to, employment records, government records, and professional licensing records, and any other information requested by the Alabama Medicaid Agency/HPES for purposes of acting on my application to be an enrolled provider under the Alabama Medicaid program.</p> <p>You will be submitting this enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p>I accept <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p>Authorized Signature/Electronic Signature of Person Submitting Enrollment (Entering your name in the box to the right will constitute your electronic signature.)</p> <p>Title</p> <p>Submission Date</p>		
Instructions for Summary Page		
<p>If changes are required when viewing the Summary page, please select the appropriate link in the Table of Contents panel, navigate back to that page, and make changes. Note that if the Enrollment Type or Provider Type fields are modified on the Request Information page, that you will be required to navigate through the enrollment application wizard again and update all fields that are contingent upon these two fields.</p> <p>Once you have reviewed the contents of this application, select 'Confirm' to submit the enrollment for processing.</p> <p>Please print a copy of this summary for your records.</p>		
Print Preview	Confirm	Finish Later Cancel

Print Preview Layout

Enrollment Summary Print - Microsoft Internet Explorer provided by EDS Alabama Title XIX

Saturday 07/09/2011 11:02 AM CST

Provider Enrollment: Summary

Request Information

Enrollment Type
Provider Type
Contact Name
Contact Phone
Contact Email
Requesting Enrollment Effective Date

Specialties

Specialty Taxonomy
Taxonomy Code

Provider Identification

Last Name
First Name
Middle

Print Preview **Confirm** **Finish Later** **Cancel**

6.12.3 Provider Enrollment: Summary Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Confirm	Allows the user to confirm the Provider Enrollment summary information is correct and submit it.	Button	N/A	0
Finish Later	Allows the user to save the enrollment application and finish it at a later date.	Button	N/A	0
Print	Allows the user to print the Provider Enrollment summary information that is displaying in a pop-up box.	Button	N/A	0
Print, Complete, Sign & Submit:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to EFT Form.	Hyperlink	N/A	0
Print Preview	Allows access to a pop-up box so the user can preview the Provider Enrollment summary information before it is printed.	Pop-up Box	N/A	0

Field	Description	Field Type	Data Type	Length
Print, Sign & Submit:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to Signature Form.	Hyperlink	N/A	0
Read:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to page listing required attachments.	Hyperlink	N/A	0
Read & Print:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to Provider Agreement.	Hyperlink	N/A	0

6.12.4 Provider Enrollment: Summary Page Field Edit Error Codes

Field	Error Message	To Correct
This page contains no error codes.		

6.12.5 Provider Enrollment: Summary Page Extra Features

Field	Field Type
Print Preview	Pop-up Box
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.13 PROVIDER ENROLLMENT: ENROLLMENT CREDENTIALS

6.13.1 Provider Enrollment: Enrollment Credentials Page Narrative

The Provider Enrollment: Enrollment Credentials Page allows the provider to enter credential information such as tax ID and password. Once the provider enters the credential information and click Submit, a tracking number will be assigned. The tracking number, the provider's tax ID, and password will be used as the credentials to resume the enrollment application or track the status.

If the provider chooses to finish later, the enrollment application will be saved for 60 days. If the provider does not resume completing the enrollment application within the specified number of days, the application will be purged and the provider will need to start a new enrollment application.

6.13.2 Provider Enrollment: Enrollment Credentials Page Layout

Credentials Page for OPR Enrollment:

6.13.3 Provider Enrollment: Enrollment Credentials Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Confirm Password	Allows the user to confirm a password and submit application.	Field	Character	20
Password	Allows the user to enter a password and submit application.	Field	Character	20
Submit	Allows the user to submit the credential information and receive a tracking number.	Button	N/A	0
Tax ID	Displays the provider's Tax ID.	Displays	N/A	0

6.13.4 Provider Enrollment: Enrollment Credentials Page Field Edit Error Codes

Field	Error Message	To Correct
Confirm Password	Confirm Password is a required field.	Enter a valid password.
	Your password must be 8 to 20 characters in length, not be the same as your user id and contain a minimum of 1 numeric digit, 1 uppercase letter and 1 lowercase letter.	Enter required characters and length.
Password	Password is a required field.	Enter a valid password.
	Your password must be 8 to 20 characters in length, not be the same as your user id and contain a minimum of 1 numeric digit, 1 uppercase letter and 1 lowercase letter.	Enter required characters and length.

6.13.5 Provider Enrollment: Enrollment Credentials Page Extra Features

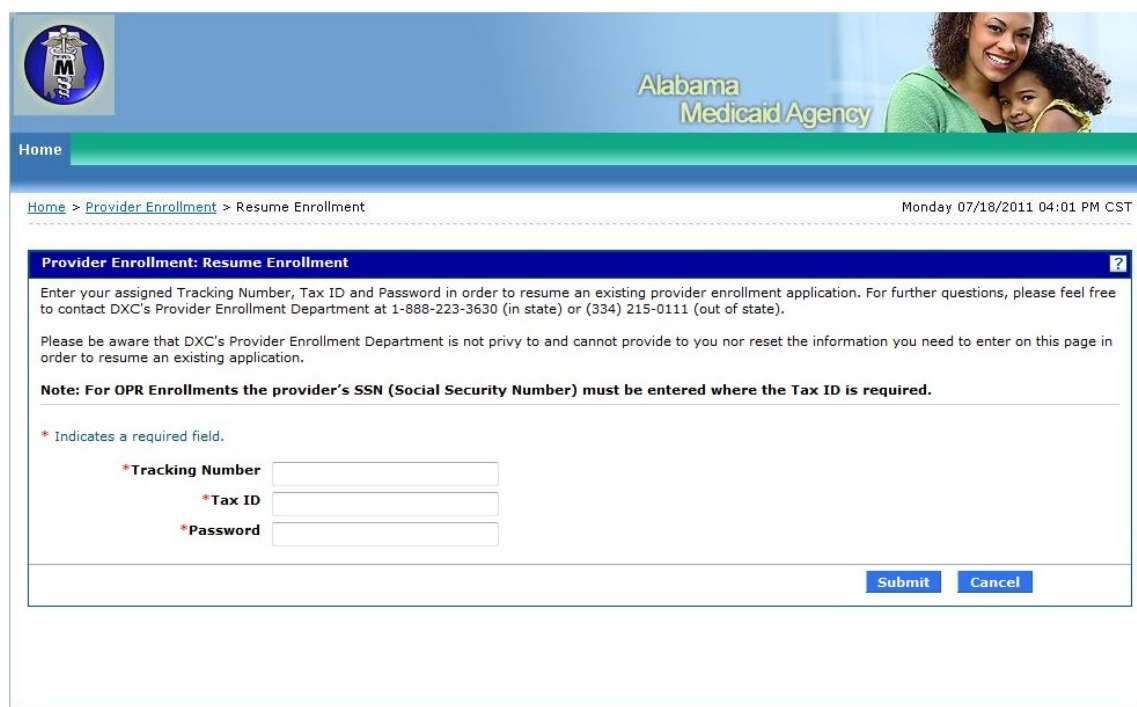
Field	Field Type
None	

6.14 PROVIDER ENROLLMENT: RESUME ENROLLMENT

6.14.1 Provider Enrollment: Resume Enrollment Page Narrative

The Provider Enrollment: Resume Enrollment Page allows the provider to enter an assigned Tracking Number, Tax ID and Password in order to resume an existing provider enrollment application. For further questions, providers can contact the HPES' Provider Enrollment Department at 1-888-223-3630 (in state) or (334) 215-0111 (out of state). Please be aware that HPES' Provider Enrollment Department is not privy to and cannot provide nor reset the information needed to enter on this page in order to resume an existing application.

6.14.2 Provider Enrollment: Resume Enrollment Page Layout



Provider Enrollment: Resume Enrollment

Enter your assigned Tracking Number, Tax ID and Password in order to resume an existing provider enrollment application. For further questions, please feel free to contact DXC's Provider Enrollment Department at 1-888-223-3630 (in state) or (334) 215-0111 (out of state).

Please be aware that DXC's Provider Enrollment Department is not privy to and cannot provide to you nor reset the information you need to enter on this page in order to resume an existing application.

Note: For OPR Enrollments the provider's SSN (Social Security Number) must be entered where the Tax ID is required.

* Indicates a required field.

*Tracking Number

*Tax ID

*Password

[Submit](#) [Cancel](#)

6.14.3 Provider Enrollment: Resume Enrollment Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Password	Allows the user to enter a password in order to resume an existing application.	Field	Character	20
Submit	Allows the user to submit required information in order to resume an existing application.	Button	N/A	0
Tax ID	Allows the user to enter a tax ID in order to resume an existing application.	Field	Character	10

Field	Description	Field Type	Data Type	Length
Tracking Number	Allows the user to enter a tracking number in order to resume an existing application.	Field	Character	25

6.14.4 Provider Enrollment: Resume Enrollment Page Field Edit Error Codes

Field	Error Message	To Correct
Password	Password is a required field.	Enter a valid password.
	Your password must be 8 to 20 characters in length, not be the same as your user id and contain a minimum of 1 numeric digit, 1 uppercase letter and 1 lowercase letter.	Enter required characters and length.
Tax ID	Tax ID is a required field.	Enter a valid tax ID number.
Tracking Number	Tracking Number is a required field.	Enter a valid tracking number.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.

6.14.5 Provider Enrollment: Resume Enrollment Page Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.15 PROVIDER ENROLLMENT: ENROLLMENT STATUS

6.15.1 Provider Enrollment: Enrollment Status Page Narrative

The Provider Enrollment: Enrollment Status Page allows the provider to enter an assigned tracking number and tax ID and click "Search" to check the current status of an application. For any further inquiries, please contact the HPES Provider Enrollment Staff at 1-888-223-3630 (in state) or (334) 215-0111 (out of state).

6.15.2 Provider Enrollment: Enrollment Status Page Layout

6.15.3 Provider Enrollment: Enrollment Status Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Search	Button that allows the user to view their enrollment status.	Button	N/A	0
Tax ID Number	Allows the user to enter a tax ID in order to check the status of an existing application.	Field	Character	10
Tracking Number	Allows the user to enter a tracking number in order to check the status of an existing application.	Field	Character	25

6.15.4 Provider Enrollment: Enrollment Status Page Field Edit Error Codes

Field	Error Message	To Correct
Tax ID	Tax ID is a required field.	Enter a valid tax ID number.

Field	Error Message	To Correct
Tracking Number	Tracking Number is a required field.	Enter a valid tracking number.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.

6.15.5 Provider Enrollment: Enrollment Status Page Extra Features

Field	Field Type
A hyperlink is provided to navigate users to the Alabama Medicaid Agency web site.	

6.16 PROVIDER EFT ENROLLMENT: WELCOME

6.16.1 Provider EFT Enrollment: Welcome Page Narrative

EFT Enrollment allows providers and authorized delegates to enter all pertinent EFT enrollment information via a wizard. The enrollment wizard captures key provider data such as contact information, banking information, and demographics such as names, identifiers, and locations.

The EFT Enrollment wizard allows the provider to navigate through each page of EFT enrollment, from the banking information in the first page, to the final print and bar coded cover sheet on the last page. The provider can create a print file for future reference and bar coded cover sheet for submissions of supplemental documentation. A tracking number is also provided so that providers can check the status of their enrollment request.

6.16.2 Provider EFT Enrollment: Welcome Page Layout

Alabama Medicaid Agency

Home

Home > Provider Enrollment > Enrollment Application

Monday 02/02/2015 02:47 PM PST

Provider Enrollment: Welcome

Welcome

EFT Enrollment

Agreement

Summary

Welcome to the Online EFT Enrollment Process

To complete an application you will need to know or be able to obtain all or some of the following information:

- ▶ National Provider Identifier
- ▶ Basic Business Office Data (i.e., address, phone, fax, email address, etc.)
- ▶ Specific Office Data (i.e., vendor information, contact information, etc.)
- ▶ IRS Tax Identification Data
- ▶ Banking Information

Be sure to have the information readily available for completing the pages throughout the application. Once a page is accessed it must be completed to move forward through the application. Some documentation may need to be submitted to validate the entries.

When all steps of the application have been completed, please "Submit" and "Confirm" the application for further processing by DXC Provider Enrollment Staff.

Please click the "Continue" button to start the enrollment application.

[Continue](#) [Cancel](#)

6.16.3 Provider EFT Enrollment: Welcome Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider EFT Enrollment page.	Button	N/A	0
Continue	Button that allows the user to begin the EFT enrollment process.	Button	N/A	0

6.16.4 Provider EFT Enrollment: Welcome Page Field Edit Error Codes

Field	Error Message	To Correct
No field edits found for this panel.		

6.16.5 Provider EFT Enrollment: Welcome Page Extra Features

Field	Field Type
N/A	

6.17 PROVIDER EFT ENROLLMENT: EFT ENROLLMENT

6.17.1 Provider EFT Enrollment: EFT Enrollment Page Narrative

The EFT Enrollment page allows the provider to enter the contact information, bank name, address, and account information. Electronic Funds Transfer (EFT) is required in order for funds to be deposited to a provider's account. When application is complete be sure to fax OR mail with cover sheet a copy of a voided check for verification purposes.

6.17.2 Provider EFT Enrollment: EFT Enrollment Page Layout

Provider Enrollment: EFT Information	
Welcome	* Indicates a required field.
EFT Enrollment	Provider Information
Agreement	*Provider Name <input type="text"/>
Summary	Primary Address
	*Street <input type="text"/> *City <input type="text"/> *State/Province <input type="text"/> *Zip Code/Postal Code <input type="text"/>
	Provider Identification Numbers
	*Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) <input type="text"/> *Provider National Provider Identifier (NPI) <input type="text"/> Other Identifier <input type="text"/> Assigning Authority <input type="text"/>
	Provider Contact Information
	*Provider Contact Name <input type="text"/> Title <input type="text"/> *Telephone Number <input type="text"/> Telephone Number Extension <input type="text"/> *Email Address <input type="text"/> Fax Number <input type="text"/>
	Provider Agent Information
	Provider Agent Name <input type="text"/> Provider Agent Contact Name <input type="text"/> Telephone Number <input type="text"/> Email Address <input type="text"/>
	Financial Institution Information
	*Financial Institution Name <input type="text"/> *Street <input type="text"/> *City <input type="text"/> *State/Province <input type="text"/> *Zip Code/Postal Code <input type="text"/> Financial Institution Telephone Number <input type="text"/> Telephone Number Extension <input type="text"/> *Financial Institution Routing Number <input type="text"/> *Type of Account at Financial Institution <input type="text"/> *Provider's Account Number with Financial Institution <input type="text"/> Account Number Linkage to Provider Identifier Provider National Provider Identifier (NPI) <input type="text"/>
	Submission Information
	*Reason for Submission <input type="text"/>
	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>

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6.17.3 Provider EFT Enrollment: EFT Enrollment Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Assigning Authority	Allows the user to select assigning authority.	Combo Box	Drop down List Box	0

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
City	Allows the user to enter provider name.	Field	Character	30
Contact Phone Ext	Allows the user to enter the telephone number extension of the contact.	Field	Number (Integer)	4
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
Email Address	Allows the user to enter email address.	Field	Character	50
Fax Number	Allows the user to enter fax number.	Field	Number (Integer)	10
Financial Institution Name	Allows the user to enter financial institution name.	Field	Character	39
Financial Institution Routing Number	Allows the user to enter financial institution routing number.	Field	Number (Integer)	9
Financial Institution Telephone Number	Allows the user to enter financial institution telephone number.	Field	Number (Integer)	10
Other Identifier	Allows the user to enter other identifier.	Field	Character	15
Provider Agent Name	Allows the user to enter provider agent name.	Field	Character	50
Provider Agent Contact Name	Allows the user to enter provider agent contact name.	Field	Character	50
Provider Contact Name	Allows the user to enter provider contact name.	Field	Character	50
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	Allows the user to enter TIN/EIN.	Field	Number (Integer)	9
Provider Name	Allows the user to enter provider name.	Field	Character	50

Field	Description	Field Type	Data Type	Length
Provider National Provider Identifier (NPI)	Allows the user to enter NPI.	Field	Number (Integer)	10
Provider's Account Number with Financial Institution	Allows the user to enter provider's account number with financial institution.	Field	Number (Integer)	17
Reason for Submission	Allows the user to select reason for submission.	Combo Box	Drop down List Box	0
State/Province	Allows the user to select state.	Combo Box	Drop down List Box	0
Street	Allows the user to enter street.	Field	Character	30
Telephone Number	Allows the user to enter telephone number.	Field	Number (Integer)	10
Telephone Number Extension	Allows the user to enter telephone number extension.	Field	Number (Integer)	4
Title	Allows the user to enter title.	Field	Character	10
Type of Account at Financial Institution	Allows the user to select type of account at financial institution.	Combo Box	Drop down List Box	0
Zip Code/Postal Code	Allows the user to enter zip code.	Field	Number (Integer)	10

6.17.4 Provider EFT Enrollment: EFT Enrollment Field Edit Error Codes

Field	Error Message	To Correct
City	City is a required field.	Enter a valid city.
Email Address	Email Address is a required field.	Enter a valid email address.
Financial Institution City	Financial Institution City is a required field.	Enter a valid financial institution city.
Financial Institution Name	Financial Institution Name is a required field.	Enter a valid financial institution name.
Financial Institution State	Financial Institution State is a required field.	Enter a valid financial institution state.

Field	Error Message	To Correct
Financial Institution Zip Code	Financial Institution Zip Code is a required field.	Enter a valid financial institution zip code.
Provider Name	Provider Name is a required field.	Enter a valid provider name.
Provider Contact Name	Provider Contact Name is a required field.	Enter a valid provider contact name.
Provider National Provider Identifier (NPI)	Provider National Provider Identifier (NPI) contains invalid characters.	Enter a valid provider National Provider identifier (NPI)
Provider's Account Number with Financial Institution	Provider's Account Number with Financial Institution is a required field.	Enter a valid provider's account number with financial institution.
	Provider's Account Number with Financial Institution must be 9 character(s) in length.	Enter a valid provider's account number with financial institution.
	Provider's Account Number with Financial Institution is an invalid numeric value.	Enter a valid provider's account number with financial institution.
	Provider's Account Number with Financial Institution cannot be all the same digit.	Enter a valid provider's account number with financial institution.
Reason for Submission	Reason for Submission is a required field.	Enter a valid Reason for Submission.
Street	Street is a required field.	Enter a valid street.
State/Province	State/Province is a required field.	Enter a valid state/province.
Type of Account at Financial Institution	Type of Account at Financial Institution is a required field.	Enter a valid type of account at financial institution.
Zip Code/Postal Code	Zip Code/Postal Code is a required field.	Enter a valid zip code/postal code.

6.17.5 Provider EFT Enrollment: EFT Enrollment Page Extra Features

Field	Field Type
N/A	

6.18 PROVIDER EFT ENROLLMENT: AGREEMENT

6.18.1 Provider EFT Enrollment: Agreement Page Narrative

The EFT Enrollment Agreement page allows the provider to view the Terms of Enrollment, Provider Agreement and Signature requirements. The provider must accept the terms, agreement and provide an electronic signature in order to submit the enrollment application. Failure to do so means that no enrollment application is retained or submitted. The provider must also access, print, sign, fax and mail with the bar-coded cover sheet, as well as other supplemental documentation. The Signature box must contain the signature of the individual applicant requesting enrollment OR the signature of an authorized representative of the facility/group requesting enrollment.

It is strongly advised that the provider access the Summary of Enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Upon making changes, the enrollment application can be reviewed again.

Once the application is submitted and confirmed, a tracking number will be assigned and a cover sheet can be printed for submission with all hard copy materials (fax and/or paper mailings) to the HPES Provider Enrollment office.

6.18.2 Provider EFT Enrollment: Agreement Page Layout

Provider Enrollment: Agreement	
Welcome	Instructions
EFT Enrollment	The Terms of Enrollment, the Provider Agreement and Electronic Signature block are provided below. You must accept these terms, the agreement and provide an authorized signature in order to submit the enrollment application. Failure to accept these terms and agreement and/or provide an authorized signature means that no enrollment application is retained or submitted. The signature box must contain the signature of the individual applicant requesting enrollment OR the signature of an authorized representative of the facility/group requesting enrollment.
Agreement	It is strongly advised that you access the Summary of Enrollment link to review all data that has been entered into the enrollment application as well as print a copy of the application for your records. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Upon making changes, the enrollment application can be reviewed again.
Summary	Once the application is submitted and confirmed, a tracking number will be assigned and a cover sheet must be printed for submission with all hard copy materials (fax and/or paper mailings) to the DXC Provider Enrollment office.
Terms of Agreement	
<p>Provider Name</p> <p>Address</p> <p>Tax ID</p> <p>NPI</p> <p>Contact Name</p> <p>Contact Email</p> <p>such changes. Provider also agrees to notify MEDICAID or its agent within ten (10) business days of any restriction suspension of the Provider's license or certificate to provide medical services, and Provider must provide to MEDICAID information related to any such suspension or restriction.</p> <p>1.2.3 This Agreement is subject to all state and federal laws and regulations relating to fraud and abuse in health care Medicaid program. As required by 42 C.F.R. section 431.107, Provider agrees to keep any and all records necessary extent of services provided by the Provider to individuals in the Medicaid program and any information relating to payment by the Provider for furnishing Medicaid services. Provider also agrees to provide, on request, access to records required maintained under 42 C.F.R. section 431.107 and copies of those records free of charge to MEDICAID, its agent, the General's Medicaid Fraud Control Unit, and/or the United States Department of Health and Human Services. All such records maintained for a period of at least three years plus the current year. However, if audit, litigation, or other action by or behalf of the State of Alabama or the Federal Government has begun but is not completed at the end of the above time period, said records shall be retained until resolution and finality thereof.</p> <p>1.2.4 The Alabama Attorney General's Medicaid Fraud Control Unit, Alabama Medicaid Investigators, and internal for the state/federal government and/or MEDICAID may conduct interviews of Provider employees, subcontractors</p> <p>I, the above provider, confirm to the best of my knowledge, the information supplied on this document is accurate and complete and is hereby released to DXC and the Alabama Medicaid Agency for the purpose of enrolling with Alabama Medicaid.</p> <p>I hereby authorize, consent to, and request the release to the Alabama Medicaid Agency/DXC of any and all records concerning me, including, but not limited to, employment records, government records, and professional licensing records, and any other information requested by the Alabama Medicaid Agency/DXC for purposes of acting on my application to be an enrolled provider under the Alabama Medicaid program.</p> <p>You will be submitting this enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p><input checked="" type="checkbox"/> I accept <input type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p>*Authorized Signature/Electronic Signature of Person Submitting Enrollment (Entering your name in the box to the right will constitute your electronic signature.)</p> <p>Title</p> <p>Submission Date 08/31/2017</p>	
<p>Submit Cancel</p>	

6.18.3 Provider Enrollment: Agreement Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Authorized Signature/Electronic Signature of Person Submitting Enrollment	Allows the user to enter the name of the individual signing the agreement.	Field	Character	50
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Contact Name	Displays the contact name of the provider enrollment contract for the provider.	Displays	N/A	0
Contact Email	Displays the contact email of the provider enrollment contract for the provider.	Displays	N/A	0
I accept	Allows the user to select the check box next to I accept. This box must have a check indicating the electronic signature is equivalent to the written signature.	Check Box	N/A	0
NPI	Displays the provider's NPI.	Displays	N/A	0
Provider name	Display Provider's name.	Displays	N/A	0
Submission Date	Displays the current date.	Displays	N/A	0
Submit	Allows the user to submit the application.	Button	N/A	0
Tax ID	Displays the provider's Tax ID,	Displays	N/A	0
Title	Allows the user to enter the title, if applicable, of the individual signing the agreement.	Field	Character	50

6.18.4 Provider EFT Enrollment: Agreement Page Field Edit Error Codes

Field	Error Message	To Correct
I Accept	I Accept is a required field.	Click the check box to show a check.
Title	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Your Signature	Authorized Signature/Electronic Signature of Person Submitting Enrollment is a required field.	Enter your name.

Field	Error Message	To Correct
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!,()-+;:_.	Enter acceptable characters.

6.18.5 Provider EFT Enrollment: Agreement Page Extra Features

Field	Field Type
N/A	

6.19 PROVIDER EFT ENROLLMENT: SUMMARY

6.19.1 Provider EFT Enrollment: Summary Page Narrative

The EFT Enrollment Summary Page allows the provider to review and make any revisions to previous pages, as needed. Providers are **strongly** encouraged to verify the information on the summary is correct. If the provider needs to make changes it can be done by selecting the appropriate page(s) in the table of contents. If all information is correct the provider is **strongly** encouraged to print a copy of the summary for your records. The provider must click '**Confirm**' for the application to be submitted for review.

6.19.2 Provider EFT Enrollment: Summary Page Layout

Provider Enrollment: Summary	
Welcome	EFT Enrollment
EFT Enrollment	
Agreement	
Summary	
	<div><div>Provider Name</div><div>Street</div><div>City</div><div>State/Province</div><div>Zip Code/Postal Code</div></div>
	<div><div>Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)</div><div>Provider National Provider Identifier (NPI)</div><div>Other Identifier</div><div>Assigning Authority</div></div>
	<div><div>Provider Contact Name</div><div>Telephone Number</div><div>Email Address</div><div>Fax Number</div><div>Title</div><div>Telephone Number Extension</div></div>
	<div><div>Provider Agent Name</div></div>
	<div><div>Financial Institution Name</div><div>Street</div><div>City</div><div>State/Province</div><div>Zip Code/Postal Code</div><div>Financial Institution Telephone Number</div><div>Telephone Number Extension</div><div>Financial Institution Routing Number</div><div>Type of Account at Financial Institution</div><div>Provider's Account Number with Financial Institution</div><div>Provider National Provider Identifier (NPI)</div></div>
	<div><div>Reason for Submission</div><div>New Enrollment</div></div>
	Supporting Documentation
	Upon submission of your Electronic Funds Transfer (EFT) application, you must also submit a voided check or a letter from the bank as supporting documentation. This documentation may be submitted via fax and must be accompanied by the application cover page.
	Terms of Agreement
	<p>I, the above provider, confirm to the best of my knowledge, the information supplied on this document is accurate and complete and is hereby released to DXC and the Alabama Medicaid Agency for the purpose of enrolling with Alabama Medicaid.</p> <p>I hereby authorize, consent to, and request the release to the Alabama Medicaid Agency/DXC of any and all records concerning me, including, but not limited to, employment records, government records, and professional licensing records, and any other information requested by the Alabama Medicaid Agency/DXC for purposes of acting on my application to be an enrolled provider under the Alabama Medicaid program.</p> <p>You will be submitting this enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p>I accept <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <div><div>Authorized Signature/Electronic Signature of Person Submitting Enrollment (Entering your name in the box to the right will constitute your electronic signature.)</div><div>Title</div></div> <div><div>Submission Date</div><div>08/31/2017</div></div>
	Instructions for Summary Page
	If changes are required when viewing the Summary page, please select the appropriate link in the Table of Contents to navigate back to the page to make changes. Once you have reviewed the contents of this application, select 'Confirm' to submit for processing. Please print a copy of this summary for your records.
	<div><div>Print Preview</div><div>Confirm</div><div>Cancel</div></div>

Print Preview Layout

Provider Enrollment: Summary

EFT Enrollment

Provider Name
Street
City
State/Province
Zip Code/Postal Code

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)
Provider National Provider Identifier (NPI)
Other Identifier
Assigning Authority Medicaid

Provider Contact Name
Title
Telephone Number
Telephone Number Extension
Email Address
Fax Number

Provider Agent Name
Financial Institution Name

[Print Preview](#) [Confirm](#) [Cancel](#)

6.19.3 Provider EFT Enrollment: Summary Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Confirm	Allows the user to confirm the Provider Enrollment summary information is correct and submit it.	Button	N/A	0
Print	Allows the user to print the Provider Enrollment summary information that is displaying in a pop-up box.	Button	N/A	0
Print Preview	Allows access to a pop-up box so the user can preview the Provider Enrollment summary information before it is printed.	Pop-up Box	N/A	0
Read:	Hyperlink to the Alabama Medicaid website's Provider Enrollment Forms page to find link to page listing required attachments.	Hyperlink	N/A	0

6.19.4 Provider EFT Enrollment: Summary Page Field Edit Error Codes

Field	Error Message	To Correct
This page contains no error codes.		

6.19.5 Provider EFT Enrollment: Summary Page Extra Features

Field	Field Type
Print Preview	Pop-up Box
N/A	

6.20 PROVIDER EFT ENROLLMENT: TRACKING INFORMATION

6.20.1 Provider EFT Enrollment: Tracking Information Page Narrative

Once the provider enters the credential information and clicks Submit, a tracking number will be assigned. This tracking number, as well as a link to the barcoded cover sheet, is provided on the EFT Tracking Information page. This tracking number, along with the tax ID, will be needed to check the status of the application.

6.20.2 Provider EFT Enrollment: Tracking Information Page Layout

The screenshot displays the Alabama Medicaid Agency website. The header includes the agency logo and name. The navigation bar shows the path: Home > Provider Enrollment > Enrollment Credentials > Enrollment Tracking Information. The main content area is titled 'Provider Enrollment: Tracking Information' and contains the following text:

Your EFT enrollment application has been submitted for processing. A confirmation e-mail has been sent to the designated contact person's e-mail which is: CONTACT@EMAIL.COM

Your EFT enrollment application has been assigned the following tracking number: 0000002696
Be sure to retain the tracking number for your records. The tracking number, in addition to the tax ID, are required credentials to check the status of your application. We strongly encourage you to periodically check the status of your application to determine if it has been approved or rejected.

You are required to print and submit the bar coded cover sheet via mail or fax, whichever is appropriate, along with a letter from Financial Institution or a Voided Check.

To save and/or print the cover sheet [Bar Coded Cover Sheet](#).

Buttons for 'Print Preview' and 'Exit' are located at the bottom right of the content area.

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6.20.3 Provider EFT Enrollment: Tracking Information Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Exit	Button that allows the user to exit the process and return to the Provider Enrollment page.	Button	N/A	0
Print Preview	Allows access to a pop-up box so the user can preview the Provider Enrollment summary information before it is printed.	Pop-up Box	N/A	0

6.20.4 Provider EFT Enrollment: Tracking Information Page Field Edit Error Codes

Field	Error Message	To Correct
This page contains no error codes.		

6.20.5 Provider EFT Enrollment: Tracking Information Page Extra Features

Field	Field Type
Print Preview	Pop-up Box
N/A	

6.21 PROVIDER EFT ENROLLMENT: COVER PAGE

6.21.1 Provider EFT Enrollment: Cover Page Narrative

Provider Enrollment allows providers and authorized delegates to EFT enrollment information via a wizard. The enrollment wizard captures key EFT data such as contact information, banking information such as account number, account type, etc.

The Provider Enrollment wizard allows the provider to navigate through each page of EFT enrollment, from the welcome information in the first page, to the final print and bar coded cover sheet on the last page. The provider can create a print file for future reference and bar coded cover sheet for submissions of supplemental documentation. A tracking number is also provided so that providers can check the status of their enrollment request.

6.21.2 Provider EFT Enrollment: Cover Page Layout

6.21.3 Provider EFT Enrollment: Cover Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Close	Button that allows the user to close the pop-up.	Button	N/A	0
Print	Allows access to a print content of page.	Button	N/A	0

6.21.4 Provider EFT Enrollment: Cover Page Field Edit Error Codes

Field	Error Message	To Correct
This page contains no error codes.		

6.21.5 Provider EFT Enrollment: Cover Page Extra Features

Field	Field Type
Print Preview	Pop-up Box
N/A	

6.22 PROVIDER ERA ENROLLMENT: WELCOME

6.22.1 Provider ERA Enrollment: Welcome Page Narrative

Electronic Remittance Agreement (ERA) Enrollment allows providers and authorized delegates to enter all pertinent ERA enrollment information via a wizard. The enrollment wizard captures key provider data such as contact information, trading partner information, and demographics such as names, identifiers, and locations.

The ERA Enrollment wizard allows the provider to navigate through each page of ERA enrollment, from the trading partner information in the first page, to the final print on the last page. The provider can create a print file for future reference and bar coded cover sheet for submissions of supplemental documentation. A tracking number is also provided so that providers can check the status of their enrollment request.

6.22.2 Provider ERA Enrollment: Welcome Page Layout

Provider Enrollment: Welcome

Welcome

Welcome to the Online ERA Enrollment Process

To complete an application you will need to know or be able to obtain all or some of the following information:

- ▶ National Provider Identifier
- ▶ Basic Business Office Data (i.e., address, phone, fax, email address, etc.)
- ▶ Specific Office Data (i.e., vendor information, contact information, etc.)
- ▶ IRS Tax Identification Data
- ▶ Trading Partner Information

Be sure to have the information readily available for completing the pages throughout the application. Once a page is accessed it must be completed to move forward through the application. Some documentation may need to be submitted to validate the entries.

When all steps of the application have been completed, please "Submit" and "Confirm" the application for further processing by DXC Provider Enrollment Staff.

Please click the "Continue" button to start the enrollment application.

[Continue](#) [Cancel](#)

6.22.3 Provider ERA Enrollment: Welcome Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider ERA Enrollment page.	Button	N/A	0
Continue	Button that allows the user to begin the ERA enrollment process.	Button	N/A	0

6.22.4 Provider ERA Enrollment: Welcome Page Field Edit Error Codes

Field	Error Message	To Correct
No field edits found for this panel.		

6.22.5 Provider ERA Enrollment: Welcome Page Extra Features

Field	Field Type
N/A	

6.23 PROVIDER ERA ENROLLMENT: ERA ENROLLMENT

6.23.1 Provider ERA Enrollment: ERA Enrollment Page Narrative

The ERA Enrollment page allows the provider to enter contact information, trading partner ID, address, and clearinghouse/vendor information. ERA is required in order for providers to access an electronic claims detail file, specifically the 835 transaction.

6.23.2 Provider ERA Enrollment: ERA Enrollment Page Layout

Provider Enrollment: ERA Information	
Welcome	<p>If you DO NOT have a Trading Partner ID, you MUST obtain one before completing this page of the application. To obtain a Trading Partner ID visit Alabama Medicaid Interactive Portal. At the bottom of the screen, under Documentation, CLICK "Trading Partner ID Request Form". Complete the appropriate sections and submit to the EMC Help Desk. Upon processing of the Trading Partner ID Request Form, a PIN letter will be generated and mailed to you. Once a Trading Partner ID is established, you may continue this enrollment application process and provide the Trading Partner ID in the designated field below.</p> <p>* Indicates a required field.</p>
ERA Enrollment	
Agreement	
Summary	
Provider Information	
<p>*Provider Name <input type="text"/></p>	
Primary Address	
<p>*Street <input type="text"/></p> <p>*City <input type="text"/></p> <p>*State/Province <input type="text"/> *Zip Code/Postal Code <input type="text"/></p>	
Provider Identification Numbers	
<p>*Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) <input type="text"/></p> <p>*Provider National Provider Identifier (NPI) <input type="text"/></p> <p>Other Identifier <input type="text"/> Assigning Authority <input type="text"/></p> <p>*Trading Partner ID <input type="text"/></p>	
Provider Contact Information	
<p>*Provider Contact Name <input type="text"/> Title <input type="text"/></p> <p>*Telephone Number <input type="text"/> Telephone Number Extension <input type="text"/></p> <p>*Email Address <input type="text"/></p> <p>Fax Number <input type="text"/></p>	
Provider Agent Information	
<p>Provider Agent Name <input type="text"/></p> <p>Provider Agent Contact Name <input type="text"/></p> <p>Telephone Number <input type="text"/></p> <p>Email Address <input type="text"/></p>	

Electronic Remittance Advice Clearinghouse Information	
Clearinghouse Name	<input type="text"/>
Clearinghouse Contact Name	<input type="text"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>
Electronic Remittance Advice Vendor Information	
Vendor Name	<input type="text"/>
Vendor Contact Name	<input type="text"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>
Submission Information	
*Reason for Submission	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

6.23.3 Provider ERA Enrollment: ERA Enrollment Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Assigning Authority	Allows the user to select assigning authority.	Combo Box	Drop down List Box	0
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
City	Allows the user to enter provider name.	Field	Character	30
Clearinghouse Contact Name	Allows the user to enter clearinghouse contact name.	Field	Character	50
Clearinghouse Name	Allows the user to enter clearinghouse name.	Field	Character	50
Continue	Button that allows the user to navigate to the next page of the enrollment process.	Button	N/A	0
Email Address	Allows the user to enter email address.	Field	Character	50
Fax Number	Allows the user to enter fax number.	Field	Number (Integer)	10
Other Identifier	Allows the user to enter other identifier.	Field	Character	15
Provider Agent Name	Allows the user to enter provider agent name.	Field	Character	50
Provider Agent Contact Name	Allows the user to enter provider agent contact name.	Field	Character	50
Provider Contact Name	Allows the user to enter provider contact name.	Field	Character	50

Field	Description	Field Type	Data Type	Length
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	Allows the user to enter TIN/EIN.	Field	Number (Integer)	9
Provider Name	Allows the user to enter provider name.	Field	Character	50
Provider National Provider Identifier (NPI)	Allows the user to enter NPI.	Field	Number (Integer)	10
Reason for Submission	Allows the user to select reason for submission.	Combo Box	Drop down List Box	0
State/Province	Allows the user to select state.	Combo Box	Drop down List Box	0
Street	Allows the user to enter street.	Field	Character	30
Telephone Number	Allows the user to enter telephone number.	Field	Number (Integer)	10
Telephone Number Extension	Allows the user to enter telephone number extension.	Field	Number (Integer)	4
Title	Allows the user to enter title of the provider contact.	Field	Character	10
Trading Partner ID	Allows the user to enter trading partner id.	Field	Character	35
Vendor Contact Name	Allows the user to enter vendor contact name.	Field	Character	50
Vendor Name	Allows the user to enter vendor name.	Field	Character	50
Zip Code/Postal Code	Allows the user to enter zip code.	Field	Number (Integer)	10

6.23.4 Provider ERA Enrollment: ERA Enrollment Field Edit Error Codes

Field	Error Message	To Correct
City	City is a required field.	Enter a valid city.
Email Address	Email Address is a required field.	Enter a valid email address.

Field	Error Message	To Correct
Provider Name	Provider Name is a required field.	Enter a valid provider name.
Provider Contact Name	Provider Contact Name is a required field.	Enter a valid provider contact name.
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) is a required field.	Enter a valid Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN).
Provider National Provider Identifier (NPI)	Provider National Provider Identifier (NPI) contains invalid characters.	Enter a valid provider National Provider identifier (NPI).
Reason for Submission	Reason for Submission is a required field.	Enter a valid Reason for Submission.
Street	Street is a required field.	Enter a valid street.
State/Province	State/Province is a required field.	Enter a valid state/province.
Telephone Number	Telephone Number is a required field.	Enter a valid Telephone Number.
Trading Partner ID	Trading Partner ID is a required field.	Enter a valid Trading Partner ID.
Zip Code/Postal Code	Zip Code/Postal Code is a required field.	Enter a valid zip code/postal code.

6.23.5 Provider ERA Enrollment: ERA Enrollment Page Extra Features

Field	Field Type
N/A	

6.24 PROVIDER ERA ENROLLMENT: AGREEMENT

6.24.1 Provider ERA Enrollment: Agreement Page Narrative

The ERA Enrollment Agreement page allows the provider to view the Terms of Enrollment, Provider Agreement and Signature requirements. The provider must accept the terms, agreement and provide an electronic signature in order to submit the enrollment application. Failure to do so means that no enrollment application is retained or submitted. The provider must also access, print, sign, fax and mail with the bar-coded cover sheet, as well as other supplemental documentation. The Signature box must contain the signature of the individual applicant requesting enrollment OR the signature of an authorized representative of the facility/group requesting enrollment.

It is strongly advised that the provider access the Summary of Enrollment link to review all data that has been entered into the enrollment application. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Upon making changes, the enrollment application can be reviewed again.

Once the application is submitted and confirmed, a tracking number will be assigned.

6.24.2 Provider ERA Enrollment: Agreement Page Layout

Provider Enrollment: Agreement	
Welcome	Instructions
ERA Enrollment	The Terms of Enrollment, the Provider Agreement and Electronic Signature block are provided below. You must accept these terms, the agreement and provide an authorized signature in order to submit the enrollment application. Failure to accept these terms and agreement and/or provide an authorized signature means that no enrollment application is retained or submitted. The signature box must contain the signature of the individual applicant requesting enrollment OR the signature of an authorized representative of the facility/group requesting enrollment.
Agreement	
Summary	It is strongly advised that you access the Summary of Enrollment link to review all data that has been entered into the enrollment application as well as print a copy of the application for your records. Changes can be made to the existing application by navigating back to the appropriate screen using the links in the table of contents. Upon making changes, the enrollment application can be reviewed again.
	Once the application is submitted and confirmed, a tracking number will be assigned.
	Terms of Agreement
	<p>Provider Name</p> <p>Address</p> <p>Tax ID</p> <p>NPI</p> <p>Contact Name</p> <p>Contact Email</p> <p>stabilization Act of 1973 (29 U.S.C. 70b), the Age Discrimination Act of 1975 (42 U.S.C. 6101, et seq.), the Americans with Disabilities Act of 1990, and the Regulations issued thereunder by the Department of Health and Human Services (45 CFR Parts 80, 90) no individual shall, on the ground of race, sex, color, creed, national origin, age, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or services by this institution.</p> <p>SIGNATURE AUTHENTICATION STATEMENT</p> <p>I, the above provider, confirm to the best of my knowledge, the information supplied on this document is accurate and complete and is hereby released to HP and Alabama Medicaid Agency for the purpose of enrolling with Alabama Medicaid.</p> <p>I hereby authorize, consent to, and request the release to the Alabama Medicaid Agency of any and all records concerning me, including, but not limited to, employment records, government records, and professional licensing records, and any other information requested by the Alabama Medicaid Agency for purposes of acting on my application to be an enrolled provider under the Alabama Medicaid program.</p> <p>U.S.C. section 1001 authorizes criminal penalties against an individual who in any matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme or device a material fact,</p> <p>I, the above provider, confirm to the best of my knowledge, the information supplied on this document is accurate and complete and is hereby released to DXC and the Alabama Medicaid Agency for the purpose of enrolling with Alabama Medicaid.</p> <p>I hereby authorize, consent to, and request the release to the Alabama Medicaid Agency/DXC of any and all records concerning me, including, but not limited to, employment records, government records, and professional licensing records, and any other information requested by the Alabama Medicaid Agency/DXC for purposes of acting on my application to be an enrolled provider under the Alabama Medicaid program.</p> <p>You will be submitting this enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.</p> <p><input checked="" type="checkbox"/> I accept <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.</p> <p>* Authorized Signature/Electronic Signature of Person Submitting Enrollment (Entering your name in the box to the right will constitute your electronic signature.)</p> <p>Title</p> <p>Submission Date: 08/31/2017</p> <p>Submit Cancel</p>

6.24.3 Provider Enrollment: Agreement Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Authorized Signature/Electronic Signature of Person Submitting Enrollment	Allows the user to enter the name of the individual signing the agreement.	Field	Character	50
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Contact Name	Displays the contact name of the provider enrollment contract for the provider.	Displays	N/A	0

Field	Description	Field Type	Data Type	Length
Contact Email	Displays the contact email of the provider enrollment contract for the provider.	Displays	N/A	0
I accept	Allows the user to select the check box next to 'I accept'. This box must have a check indicating the electronic signature is equivalent to the written signature.	Check Box	N/A	0
NPI	Displays the provider's National Provider Identifier.	Displays	N/A	0
Provider Name	Display Provider's name.	Displays	N/A	0
Submission Date	Displays the current date.	Displays	N/A	0
Submit	Allows the user to submit the application.	Button	N/A	0
Tax ID	Displays the provider's Tax ID,	Displays	N/A	0
Title	Allows the user to enter the title, if applicable, of the individual signing the agreement.	Field	Character	50

6.24.4 Provider ERA Enrollment: Agreement Page Field Edit Error Codes

Field	Error Message	To Correct
I Accept	I Accept is a required field.	Click the check box to show a check.
Title	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.
Your Signature	Authorized Signature/Electronic Signature of Person Submitting Enrollment is a required field.	Enter your name.
	The text field contains invalid characters. Acceptable characters include [a-z], [A-Z], [0-9], spaces and characters '?!(),-+;:_.	Enter acceptable characters.

6.24.5 Provider ERA Enrollment: Agreement Page Extra Features

Field	Field Type
N/A	

6.25 PROVIDER ERA ENROLLMENT: SUMMARY

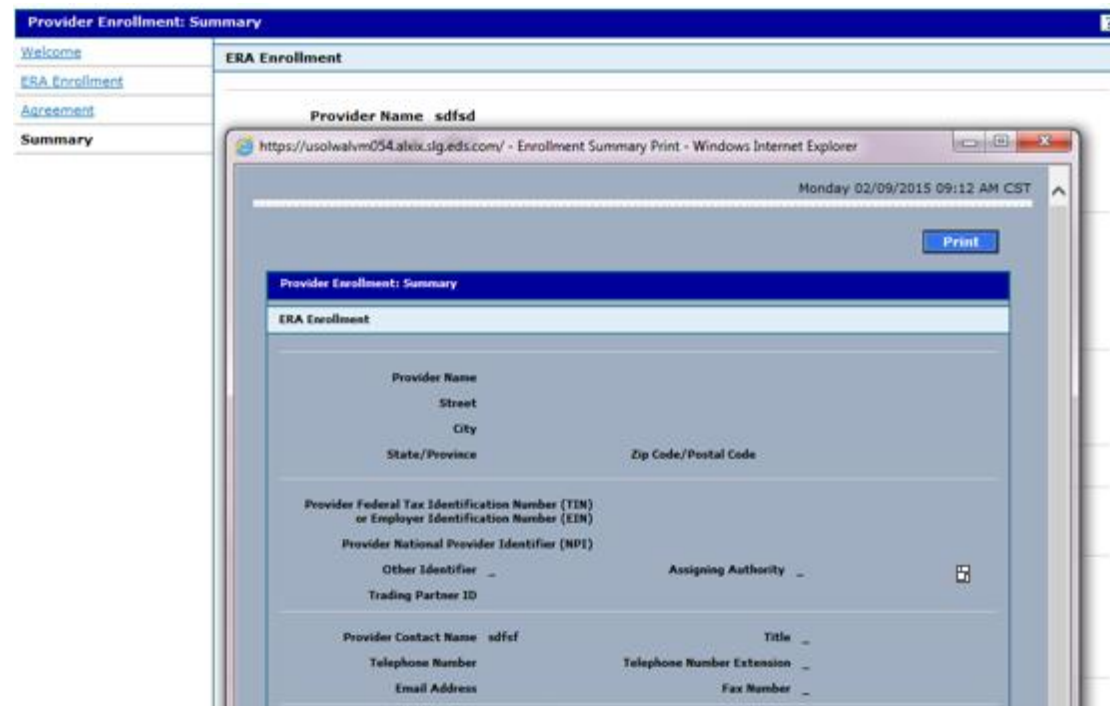
6.25.1 Provider ERA Enrollment: Summary Page Narrative

The ERA Enrollment Summary Page allows the provider to review and make any revisions to previous pages as needed. The provider is **strongly** encouraged to verify if the information on the summary is correct. If the provider needs to make changes it can be done by selecting the appropriate page(s) in the table of contents. If all information is correct the provider is **strongly** encouraged to print a copy of the summary for your records. The provider must click '**Confirm**' for the application to be submitted for review.

6.25.2 Provider ERA Enrollment: Summary Page Layout

Provider Enrollment: Summary	
Welcome	ERA Enrollment
ERA Enrollment	
Agreement	
Summary	
Provider Information	
Provider Name	
Street	
City	
State/Province	Zip Code/Postal Code
Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN)	
Provider National Provider Identifier (NPI)	Assigning Authority
Other Identifier	
Trading Partner ID	
Provider Contact Name	Title
Telephone Number	Telephone Number Extension
Email Address	Fax Number
Provider Agent Name	
Provider Agent Contact Name	
Telephone Number	
Email Address	
Provider National Provider Identifier (NPI)	
Method of Retrieval	
Clearinghouse Name	
Clearinghouse Contact Name	
Telephone Number	
Email Address	
Vendor Name	
Vendor Contact Name	
Telephone Number	
Email Address	
Reason for Submission New Enrollment	
Terms of Agreement	
I, the above provider, confirm to the best of my knowledge, the information supplied on this document is accurate and complete and is hereby released to DXC and the Alabama Medicaid Agency for the purpose of enrolling with Alabama Medicaid.	
I hereby authorize, consent to, and request the release to the Alabama Medicaid Agency/DXC of any and all records concerning me, including, but not limited to, employment records, government records, and professional licensing records, and any other information requested by the Alabama Medicaid Agency/DXC for purposes of acting on my application to be an enrolled provider under the Alabama Medicaid program.	
You will be submitting this enrollment application electronically. Therefore, your signature on this application will be electronic. By submitting this application electronically, you acknowledge that you understand that your electronic signature is binding to the same extent as your written signature.	
I accept <input checked="" type="checkbox"/> I understand that my electronic signature is equivalent to written signature.	
Authorized Signature/Electronic Signature of Person Submitting Enrollment (Entering your name in the box to the right will constitute your electronic signature.)	
Title	
Submission Date 08/31/2017	
Instructions for Summary Page	
If changes are required when viewing the Summary page, please select the appropriate link in the Table of Contents to navigate back to the page to make changes. Once you have reviewed the contents of this application, select 'Confirm' to submit for processing. Please print a copy of this summary for your records.	
Print Preview Confirm Cancel	

Print Preview Layout



6.25.3 Provider ERA Enrollment: Summary Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Cancel	Button that allows the user to cancel the process and return to the Provider Enrollment page.	Button	N/A	0
Confirm	Allows the user to confirm the Provider Enrollment summary information is correct and submit it.	Button	N/A	0
Print	Allows the user to print the Provider Enrollment summary information that is displaying in a pop-up box.	Button	N/A	0
Print Preview	Allows access to a pop-up box so the user can preview the Provider Enrollment summary information before it is printed.	Pop-up Box	N/A	0

6.25.4 Provider ERA Enrollment: Summary Page Field Edit Error Codes

Field	Error Message	To Correct
This page contains no error codes.		

6.25.5 Provider ERA Enrollment: Summary Page Extra Features

Field	Field Type
Print Preview	Pop-up Box
N/A	

6.26 PROVIDER ERA ENROLLMENT: TRACKING INFORMATION

6.26.1 Provider ERA Enrollment: Tracking Information Page Narrative

Once the provider enters the credential information and clicks Submit, a tracking number will be assigned. This tracking number is provided on the ERA Tracking Information page. This tracking number, along with the tax ID, will be needed to check the status of the application.

6.26.2 Provider ERA Enrollment: Tracking Information Page Layout

R4.0

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6.26.3 Provider ERA Enrollment: Tracking Information Page Field Descriptions

Field	Description	Field Type	Data Type	Length
Exit	Button that allows the user to exit the process and return to the Provider Enrollment page.	Button	N/A	0
Print Preview	Allows access to a pop-up box so the user can preview the Provider Enrollment summary information before it is printed.	Pop-up Box	N/A	0


6.26.4 Provider ERA Enrollment: Tracking Information Page Field Edit Error Codes

Field	Error Message	To Correct
This page contains no error codes.		

6.26.5 Provider ERA Enrollment: Tracking Information Page Extra Features

Field	Field Type
Print Preview	Pop-up Box
N/A	

7 HELP

Each page of the enrollment application has a help icon  located in the upper right hand corner of the page. Help text will display when the user clicks on the icon.

Provider Enrollment is available to answer questions concerning the provider enrollment process and Provider enrollment web portal.

NOTE

Passwords cannot be reset or retrieved by HPES staff.

Phone	Mail
1(334) 215-0111	HPES
1(888) 223-3630	Provider Enrollment
Fax - TBD	301 Technacenter Drive
	Montgomery, Al 36117
	or
	P.O. Box 241685
	Montgomery, AL 31624